



ONE•COMMON•PORTAL

Granting Authority to an Agent and/or Employee(s)

OCP - Grant Authority to Agent / Employee

PURPOSE

This user guide acts as a reference for applicants who wish to grant an Agent and / or an Employee(s) access to perform updates / make changes on behalf of the Company 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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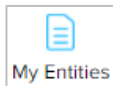
OCP - Grant Authority to Agent / Employee

GRANT AUTHORITY TO EMPLOYEE / AGENTS	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 is logged in as Muhammad Ashraf. The main content area is divided into several sections. On the left, there is a sidebar with navigation icons. The 'My Entities' section is highlighted with a red box. The 'My Entities' table lists three entities: 'Abd Events', 'Tuition School', and 'Steamboat Chronicles'. The 'Steamboat Chronicles' row is highlighted with a red box and has a red '1' next to its 'Registered' status button. Below the table are sections for 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'.

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



icon.

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

Note:

A Corporate Agent, with an OCP Account, can Incorporate a Company on behalf of the Directors. Once the Company has been incorporated, and approved by ROCBN, an email notification will be sent to the Director and will have automatic access to view the Company in OCP. The Corporate Agent will not have access to view the Company in OCP until a Director of the Company has granted authority.

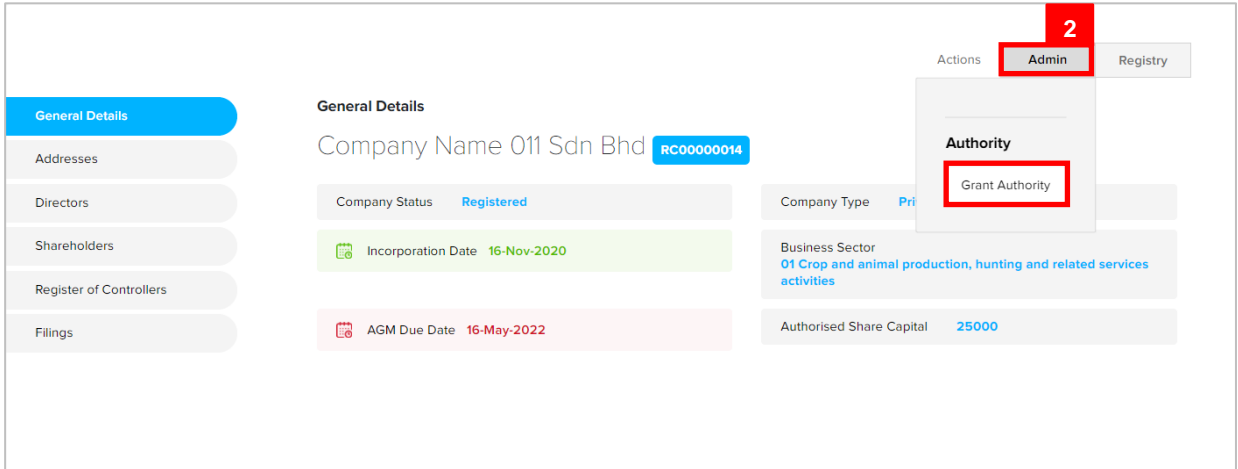
To grant authority, the Director must create their own OCP Account. Once logged in, the Director will be able to view the company in their dashboard under the **My Entities** section. Select the Company under which authority is to be granted, click on the **Admin** button (as per next page of this guide), followed by **Grant Authority**, fill in the relevant details and click **Submit**. The Corporate Agent will receive an email notification.

The same steps will apply should the Director want to grant authority to an employee of the Company, noting that the employee will also need to create their own OCP Account.

Similarly, a Director can Incorporate a Company in OCP; once approved by ROCBN, the Director can proceed with granting authority to their agent / employee. Email notifications will be sent respectively.

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



General Details

Company Name 011 Sdn Bhd **RC00000014**

Company Status **Registered**

Incorporation Date **16-Nov-2020**

AGM Due Date **16-May-2022**

Company Type **Pri**

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

Authorised Share Capital **25000**

Actions **Admin** Registry

Authority

Grant Authority

2. Click on the **Admin** **Grant Authority** tab.

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The **Authority** page will be displayed.

Authority

Company Name 011 Sdn Bhd RC00000025 **3**

Account Type Individual Organisation

Type *

Identification Document Number *

Date of Birth *

Name *

Position *

Email *

Security Roles *

Start Date *

End Date

4

Granted Authority

- | | |
|--------------------------------|---------------------|
| Name | |
| Identification Document Number | 01-011021 |
| Account Type | Individual |
| Position | Director |
| Role | CRS Agent |
| Date of Birth | 01-Jan-1990 |
| Email | ocpuser08@gmail.com |
| Start Date | 07-Nov-2020 |
| Status | Active |
- | | |
|--------------------------------|---------------------|
| Name | |
| Identification Document Number | 01-048180 |
| Account Type | Individual |
| Position | Director |
| Role | CRS Agent |
| Date of Birth | 30-Jul-1991 |
| Email | nicksipun@gmail.com |
| Start Date | 07-Nov-2020 |
| Status | Active |
- | | |
|--------------------------------|---------------------|
| Name | Awang Ahmad |
| Identification Document Number | 01-020195 |
| Account Type | Individual |
| Position | Employee |
| Role | CRS Agent |
| Date of Birth | 31-Dec-1989 |
| Email | awg.ahmad@gmail.com |
| Start Date | 12-Nov-2020 |
| Status | Active |

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OCP - Grant Authority to Agent / Employee

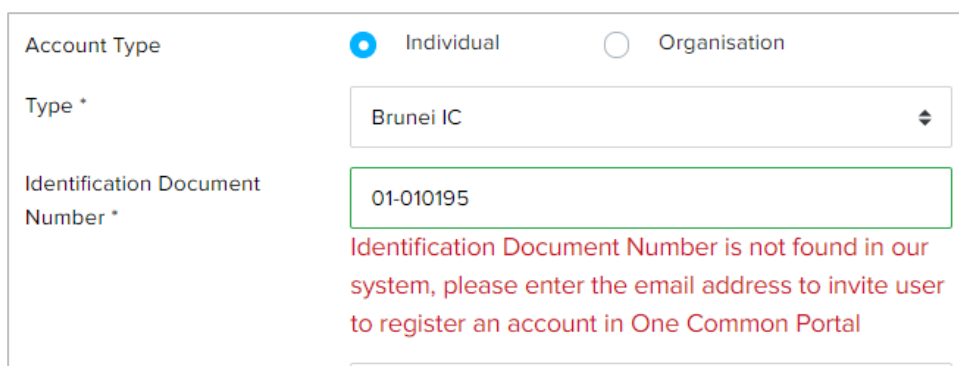
Grant authority to a new employee for the company.

3. Enter the details for **Authority** page as per the example below.

Field	Example
Account Type	Individual
Type	Brunei IC
Identification Document Number	01-080808
Date of Birth	24-Sep-1991
Full Name	Ziqah Ariffin
	<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>
Position	Employee
Email	ziqah.ariffin@gmail.com
Security Roles	CRS Agent
Start Date	07-Nov-2020

Note:

- If the employee / agent that is to be granted authority have not registered an OCP account, a message will appear, indicating that the employee / agent will be notified to register.



The screenshot shows a form with the following fields and values:

- Account Type: Individual, Organisation
- Type *: Brunei IC (dropdown menu)
- Identification Document Number *: 01-010195

A red error message is displayed below the Identification Document Number field: "Identification Document Number is not found in our system, please enter the email address to invite user to register an account in One Common Portal".

- If the employee / agent that is to be granted authority already has an OCP account, the **Email** field will be auto populated.

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- 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.

4. Click on the button.

The appointed employee/agent will be displayed on the right side of the page.

5. Click on the button.

6. Click on the button.

Authority will be granted to the employee/agent.

Grant Authority

Confirm to grant authority to the entity/user?

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The employee / agent that was granted authority will receive an email **Authority Granted**.



كمنترين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Dear Sir/Madam,

A request for CRSAgent authority over Company Name 011 Sdn Bhd RC00000027 was granted to Ziqah Ariffin by on 12-11-2020.

You may register a user account if you don't have an account yet.

Please notify Registry of Companies & Business Names if you feel authority should not have been granted.

Yours faithfully,

FOR REGISTRAR OF Private Company
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 - Revoke Authority

To revoke authority from an existing employee/agent, update the Authority with an **End Date**.

The screenshot shows the 'Authority' management interface. On the left, there is a form for creating or updating an authority. The form includes fields for 'Company Name' (011 Sdn Bhd), 'Account Type' (Individual selected), 'Type' (Brunei IC), 'Number' (01020195), 'Name' (Awang Ahmad), 'Position' (Employee), 'Email' (awg.ahmad@gmail.com), 'Security Roles' (CRS Agent), 'Start Date' (12-Nov-2020), and 'End Date' (30-Nov-2020). A red box highlights the 'End Date' field with a red '8' and the 'Save Authority' button with a red '8'. A red '7' is placed over the 'Start Date' field. On the right, there is a 'Granted Authority' list with three entries. A red '6' is placed over the 'Edit Authority' button of the third entry.

6. Click on the [Edit Authority](#) button.

7. Enter the details for **End Date** field as per the example below.

Field	Example
End Date	30-Nov-2020

8. Click on the [Save Authority](#) button.

The authority of the employee/agent will end on the entered **End Date**.