



ONE•COMMON•PORTAL

## **User Guide**

### **Change Company Name**

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## OCP – Change Company Name

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### PURPOSE

This user guide acts as a reference for applicants who wish to change the name of the 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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# OCP – Change Company Name

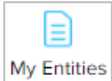
CHANGE OF COMPANY NAME	Applicant
	Online User

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 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 a red '1' is placed next to its 'Registered' 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 – Change Company Name

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

The screenshot displays the 'General Details' page for a company. On the left, there is a navigation menu with 'General Details' selected. The main content area is divided into three sections: 'Company Status', 'Others', and 'Maintain Company'. The 'Registry' tab is active, and the 'Change of Company Name' option is highlighted with a red box. A red '2' in a box is positioned in the top right corner of the page.

Actions: Admin **Registry**

General Details

Company

Company Status

Incorporated

AGM Due Date

Others

Search Payment

Request Certificate

Request Extract

Maintain Company

Annual Return

Lodge General Form of Application to the Register

**Change of Company Name**

Update Memorandum & Articles of Association Details

Update Address Details

Update Shareholder Details

Update Director Details

Update Director Structure

Update Register of Controllers

Increase Share Capital

Allotment of Shares

Transfer Of Shares

Application to Strike Off Company

Lodgement for Voluntary Winding Up

Lodgement for Creditors Winding Up

Lodgement for Involuntary Winding Up (Court Order)

Withdrawal of Striking Off Application

2. Click on the **Registry** **Change of Company Name** tab.

**Note:** The company must have a status of 'Registered' in order to change name.

# OCP – Change Company Name

The **Change Company Name of Private Company** page will be displayed.

Change Company Name of Private Company

Company Name 4 Sdn Bhd RC00000009

Proposed Name of Company \*  Validate

Effective Date of Change \*

Resolution Date \*

**Documents to be uploaded**

Resolution \*

Supporting Documents

**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.

3. Enter the details for **Change Company Name of Private Company** page as per the example below.

Field	Example
Proposed Name of Company	New Company Name Sdn Bhd
Effective Date of Change	<i>Today's date</i>
Resolution Date	<i>Today's date</i>

4. Click on the  button to upload the **Resolution**.

5. Click on the  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.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, company name will be updated.