



ONE•COMMON•PORTAL

User Guide

Change Business Sector

OCP – Change Business Sector

PURPOSE

This user guide acts as a reference for the change of the Business Sector of a 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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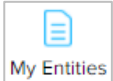
CHANGE BUSINESS SECTOR	Applicant
	Online User

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 button.
- 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**.

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

The screenshot displays the 'General Details' page for a 'Foreign Company'. The page is divided into several sections:

- Navigation Menu (Left):** Includes 'General Details' (selected), 'Addresses', 'Authorized Agents', 'Directors', 'Register of Controllers', and 'Filings'.
- Company Information (Middle-Left):** Shows 'Company Status' (Registered), 'Company Name' (Foreign Company), and 'Commence'.
- Others (Middle-Right):** Includes 'Search Payment', 'Request Certificate', and 'Request Extract'.
- Maintain Company (Right):** Includes 'Annual Return', 'Lodge General Form of Application to the Register', 'Change of Company Name', 'Update Memorandum & Articles of Association Details', 'Change Business Sector' (highlighted with a red box), 'Update Address Details', 'Update Director Details', 'Update Director Structure', 'Update Register of Controllers', 'Update Authorised Agents', 'Application to Strike Off Company', 'Lodgement for Voluntary Winding Up', 'Lodgement for Creditors Winding Up', 'Lodgement for Involuntary Winding Up (Court Order)', 'Cessation of Business in Brunei For Foreign Company', and 'Withdrawal of Striking Off Application'.

At the top right, there are tabs for 'Actions', 'Admin', and 'Registry' (highlighted with a red box and the number '2').

2. Click on the **Registry** **Change Business Sector** tab.

Note:

- The company is a foreign company.
- The company has a status of 'Registered'.

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The **Change Business Sector** page will be displayed.

The screenshot shows the 'Change Business Sector' form. A red box labeled '3' highlights the top section containing the Nick (RFC00000005), Registered Address (54, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam), Business Sector (02 - Forestry and logging), and Court Order Date (07-Nov-2020). Another red box labeled '4' highlights the 'Documents to be uploaded' section, which includes four 'Choose Files' buttons for 'Submit Court Order Document', 'Resolution', 'Submission of New Memorandum', and 'Supporting Documents'. A third red box labeled '5' highlights the 'Submit' button at the bottom right of the form, next to a 'Cancel' button.

3. Update the **Change Business Sector** page as per the example below.

Field	Example
Business Sector	02 – Forestry and logging.
Court Order Date	<i>Today's date</i>

4. Click on the **Choose Files** button to upload the required documents.
5. 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.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Business Sector** details will be updated.