



ONE•COMMON•PORTAL

## **User Guide**

### **Update Director Structure**

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# OCP – Update Director Structure

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## PURPOSE

This user guide acts as a reference for updating the Director Structure 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](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Update Director Structure

UPDATE DIRECTOR STRUCTURE	Applicant
	Online User

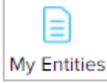
Navigate to the OCP dashboard.

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. On the left, there is a sidebar with navigation icons for Search, Dashboard, My Entities (highlighted with a red box), Purchased Items, Verify Document, Payment Search, and Help. The 'My Entities' section is the primary focus, displaying a table with the following data:

Registration No	Name	User Role	Status
P0000027	Abd Events	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	Registered
P0000025	Steamboat Chronicles	BusinessOwner	Registered

The 'Steamboat Chronicles' row is highlighted with a red box. A red box with the number '1' is placed over the 'Registered' status of 'Steamboat Chronicles'. Below the table, there is a 'View All' button. The dashboard also features sections for 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Unfinished Businesses' section shows a draft application for 'Station 103' with 05 days remaining. The 'Finished Businesses' section shows an approved application for 'Abd Events' and a rejected application for 'Steamboat Chronicles'. The 'Correspondence Details' section shows payment and penalty information for 'Super Kids Toys' and 'ABC Computer Services'.

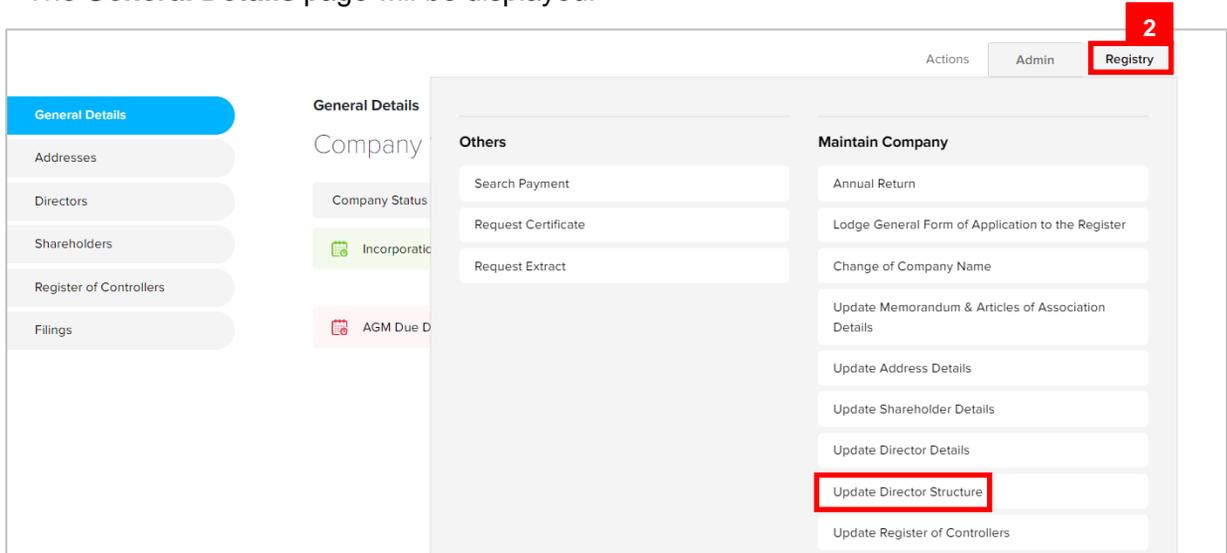
Registered company will be displayed under the **My Entities** section or by clicking on

the  icon.

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

# OCP – Update Director Structure

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



2. Click on the **Registry** **Update Director Structure** tab.

## **Note:**

The company must have a status of 'Registered' to appoint a new Director or cease a retired Director.

## **Applies to Public and Private company**

- At least 2 directors must be entered for a Local company.
- If there are 2 directors in the company, then at least one must be a Brunei Ordinarily Resident.
- If there are more than 2 directors in the company, then at least 2 directors must be Brunei Ordinarily Resident.
- If there are 2 foreign directors without any Local director, then at least 1 Ordinarily Resident must be provided.
- If there are 3 or above foreign director without any Local director, then at least 2 Ordinarily Resident must be provided.

## **Applies to Foreign Company**

- At least one director must be entered for a Foreign company.
- Can be resident in any country

## **Applies to Public, Private and Foreign Company**

- The company has a status of 'Registered'
- There is no limit to the number of directors that can be specified.
- For Public and Private Company Director must provide Consent to act as Director form upload.
- Directors must be individuals.
- ID Evidence must be supplied.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

# OCP – Update Director Structure

The Update Director Structure page will be displayed.

### Update Director Structure Details

New Company Name 4 Sdn Bhd RC00000012 **3**

Identification Document *	Passport
Identification Document Number *	BN8187
Date of Birth *	30-Jul-1991
Full Name *	Daniel Rahman
Nationality *	Malaysia
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Address *	Address 1
Postal Code	GD1346
Mukim *	
Village *	
District	Sarawak
Country *	Malaysia
Business Occupation *	Foreign Director
Telephone *	Country * 64 Number * 11223344
Email *	muhd.daniel@gmail.com
Appointment Date *	12-Nov-2024 <b>4</b>

**Add** clear

#### Documents to be uploaded

List of Directors (Form X) ?	<b>Choose Files</b>
Consent to Act as Director Form	<b>Choose Files</b>
Director's ID Evidence * ?	<b>Choose Files</b>
Ordinarily Resident	<b>Choose Files</b>
Resignation/Retirement Letter	<b>Choose Files</b>
Resolution	<b>Choose Files</b>

#### Added Directors

<b>1</b>	Full Name: Muhd Noah Identification Document: IC-Yellow Identification Document Number: 01-048187 Date of Birth: 24-Apr-1995 Gender: Male Nationality: Afghanistan Address: Address 1, BB1314, Mukim 4, Village 4, Brunei Muara, Brunei Darussalam Business Occupation: Director Telephone: 673 8600697 Email: nick.sipun+8181@gmail.com	<b>Cease</b>
<b>2</b>	Full Name: Muhammad Daniel Identification Document: IC-Yellow Identification Document Number: 01-048180 Date of Birth: 30-Jul-1991 Gender: Male Nationality: Brunei Darussalam Address: Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam Business Occupation: Director Telephone: 673 8600697 Email: nick.sipun@gmail.com	<b>Cease</b>

**Submit** **Cancel**

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## OCP – Update Director Structure

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Add a third director for the company.

3. Enter the details for **Directors** section as per the example below.

Field		Example
Identification Document		Passport
Identification Document Number		BN8187
Date of Birth		30-Jul-1991
Full Name		Daniel Rahman
Nationality		Malaysia
Gender		Male
Address		Address 1
Postal Code		GD1346
District		Sarawak
Country		Malaysia
Business Occupation		Foreign Director
Telephone	Country Code	64
	Number	11223344
Email		muhd.daniel@gmail.com
Appointment's Date		<i>Today's date</i>

4. Click on the  button.

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## OCP – Update Director Structure

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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 – Update Director Structure

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

Address 1

Postal Code \* BB1314

Mukim \* Berakas A

Village \* Kampong Lambak A

District \* Brunei Muara

Country \* Brunei Darussalam

Business Occupation \* Director

Telephone \*  
Country \* 673 Number \* 8600697  
Add

Email \* nick.sipun@gmail.com

Appointment Date \* 12-Nov-2020

Retirement Date \* 12-Nov-2020

Save clear

2

Full Name	Muhammad Daniel
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date of Birth	30-Jul-1991
Gender	Male
Nationality	Brunei Darussalam
Address	Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Business Occupation	Director
Telephone	673 8600697
Email	nick.sipun@gmail.com

5 Cease

3

Full Name	Daniel Rahman
Identification Document	Passport
Identification Document Number	BN8187
Date of Birth	30-Jul-1991
Gender	Male
Nationality	Malaysia
Address	Address 1, GD1346, Sarawak, Malaysia
Business Occupation	Foreign Director
Telephone	64 11223344
Email	muhd.daniel@gmail.com

Edit Delete

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Documents to be uploaded

List of Directors (Form X) ?	Choose Files
Consent to Act as Director Form *	Choose Files
Director's ID Evidence * ?	Choose Files
Ordinarily Resident <span>Cease</span>	Choose Files
Resignation/Retirement Letter	Choose Files
Resolution *	Choose Files

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Submit Cancel

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## OCP – Update Director Structure

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Cease an existing authorized agent.

5. Click on the  button.
6. Update the **Retirement Date** field as per the example below.

Field	Example
Retirement Date	<i>Today's date</i>

**Note:** Appointed Director can only be ceased if minimum active director number remains 2 after ceasing a director.

7. Click on the  button.
8. Click on the  button to upload the required documents
9. 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, **Director Structure** will be updated.