



ONE•COMMON•PORTAL

User Guide

Update Register of Controllers

OCP – Update Register of Controllers

PURPOSE

This user guide acts as a reference for updating the Register of Controllers 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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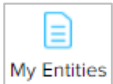
UPDATE REGISTER OF CONTROLLERS	Applicant
	Online User

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**.

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

The screenshot shows a web interface for a company's 'General Details'. On the left is a navigation menu with 'General Details' selected. The main content area has three tabs: 'Actions', 'Admin', and 'Registry', with 'Registry' being the active tab and highlighted with a red box and a red '2' in the top right corner. The 'Registry' tab contains three columns of options: '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), and 'Company' (Company Status, Incorporation, AGM Due Date). The 'Update Register of Controllers' option in the 'Maintain Company' column is highlighted with a red box.

2. Click on the **Registry** **Update Register of Controllers** tab.

Note:

- The company must be a local (Public or Private) company.
- The company has a status of 'Registered'.

OCP – Update Register of Controllers

The **Update Register Of Controller** page will be displayed.

Update Register Of Controller

Register of Controllers

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

Please select the type of company that you fall under:

(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.

Documents to be uploaded

Supporting Documents [Choose Files](#)

[Submit](#) [Cancel](#)

3. Update the **Update Register Of Controller** page as per the example below.

Field	Example
Please select the type of company that you fall under:	A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above.

4. Click on the [Choose Files](#) button to upload the **Supporting Documents** (if any).
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, **Register of Controllers** will be updated.