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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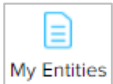# OCP – Update Register of Controllers

UPDATE REGISTER OF CONTROLLERS	Applicant
	Online User

Navigate to the OCP dashboard.

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

the [My Entities] icon.

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

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

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'.

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

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.