



ONE•COMMON•PORTAL

User Guide
Allotment of Shares

OCP – Allotment of Shares

PURPOSE

This user guide acts as a reference for the Allotment of Shares 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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OCP – Allotment of Shares

ALLOTMENT OF SHARES	Applicant
	Online User

User can allot shares of a company to any of the existing shareholders or to a new shareholder.

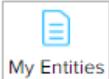
Navigate to the OCP dashboard.

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

Below the table, there are three main sections: 'Unfinished Businesses' (showing a draft application for Station 103 with 05 days remaining), 'Finished Businesses' (showing approved and rejected applications), and 'Correspondence Details' (showing payment and penalty information).

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

the  icon.

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

OCP – Allotment of Shares

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

The screenshot displays the 'General Details' page for a company. On the left, a navigation menu includes 'General Details' (highlighted in blue), 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Filings'. The main content area is titled 'General Details' and 'Company'. It features a 'Company Status' section with 'Incorporated' and 'AGM Due D'. The 'Others' section contains 'Search Payment', 'Request Certificate', and 'Request Extract'. The 'Maintain Company' section lists various actions, with 'Allotment of Shares' highlighted by a red box. A red box with the number '2' is positioned in the top right corner, above the 'Registry' tab in the top navigation bar.

2. Click on the **Registry** **Allotment of Shares** tab.

Note:

- The company must be a local (Public or Private) company.
- The company has a status of 'Registered'.
- The share allocation for each shareholder must be greater than or equal to the previous allocation for that shareholder.
- Total allotted share must be greater than previous allotted share.
- Total allotted share must not be greater than Authorised Share Capital.

OCP – Allotment of Shares

The **Allotment of Shares** page will be displayed.

Allot more shares to Shareholder 1.

Allotment of Shares

Company Name 012 Sdn Bhd RC00000027

Total Number of shares 25000
Total Shares Issued 10000

Shareholder Type * Individual

Select from list of Directors

[Add me as Shareholder](#)

Identification Document * IC-Yellow

Identification Document Number * 01-048180

Date of Birth * 30-Jul-1991

Full Name * Muhammad Daniel

Nationality * Brunei Darussalam

Gender * Male Female

Residential Address

Address * Address 1

Postal Code * BB1314

Mukim * Berakas 'A'

Village * Kampong Lambak Kiri 'A'

District * Brunei Muara

Country * Brunei Darussalam

Occupation * Director

Telephone * Country * 673 Number * 8777777

Email * nick.sipun@gmail.com

Number of Shares * 7000

Appointment Date * 07-Nov-2024

Added Shareholders

1 Individual

Full Name Muhammad Daniel
Identification Document Number 01-048180
Date of Birth 30-Jul-1991
Gender Male
Nationality Brunei Darussalam
Address Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation Director
Telephone 673 8777777
Number of Shares 5000

2 Individual

Full Name User 12
Identification Document Number 01-011022
Date of Birth 01-Jan-1990
Gender Male
Nationality Afghanistan
Address Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation Director
Telephone 673 8600697
Number of Shares 5000

OCP – Allotment of Shares

- Click on the **Edit Shares** button to increase shares of **Shareholder 1**.
- Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	7000

- Click on the **Save** button.

The updated shareholder 1 will be displayed on the right of the page.

Allotment of Shares

Company Name 012 Sdn Bhd **RC00000027**

Total Number of shares 25000
Total Shares Issued 12000

Shareholder Type * Individual

Select from list of Directors

[Add me as Shareholder](#)

Identification Document *
Identification Document Number * 00-000000
Date of Birth * DD-MMM-YYYY

Full Name *
Nationality *
Gender * Male Female

Residential Address
Address *

Added Shareholders

- Individual**
Full Name Muhammad Daniel
Identification Document Number 01-048180
Date of Birth 30-Jul-1991
Gender Male
Nationality Brunei Darussalam
Address Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation Director
Telephone 673 8777777
Number of Shares 7000
[Edit Shares](#)
- Individual**
Full Name User 12
Identification Document Number 01-011022
Date of Birth 01-Jan-1990
Gender Male
Nationality Afghanistan
Address Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation Director
Telephone 673 8600697
Number of Shares 5000
[Edit Shares](#)

OCP – Allotment of Shares

After shares have been allotted, **Date of Allotment** can be filled.

The screenshot shows a web form for allotting shares. At the top, there is a text input field labeled 'Date of Allotment *' containing the date '07-Nov-2020'. Below this is a section titled 'Documents to be uploaded' which contains two rows: 'ID Evidence *' and 'Resolution *', each with a blue 'Choose Files' button. At the bottom right of the form, there is a blue 'Submit' button and a grey 'Cancel' button.

6. Update the **Date of Allotment** field as per the example below.

Field	Example
Date of Allotment	<i>Today's date</i>

7. Click on the **Choose Files** button to upload the required documents.
8. 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, shareholder's number of shares will be updated.