



ONE•COMMON•PORTAL

User Guide
Lodge General Form
of Application to Register

OCP – Lodge General Form of Application to Register

PURPOSE

This user guide acts as a reference for Lodging a General Form of Application to Register 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

Table of Content

Topics	Page
Lodge General Form of Application to the Register	4

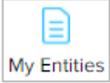
OCP – Lodge General Form of Application to Register

LODGE GENERAL FORM OF APPLICATION TO THE REGISTER	Applicant
	Online User

Navigate to the OCP dashboard.

The screenshot displays 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 visible in the top right corner. The main content area is divided into several sections:

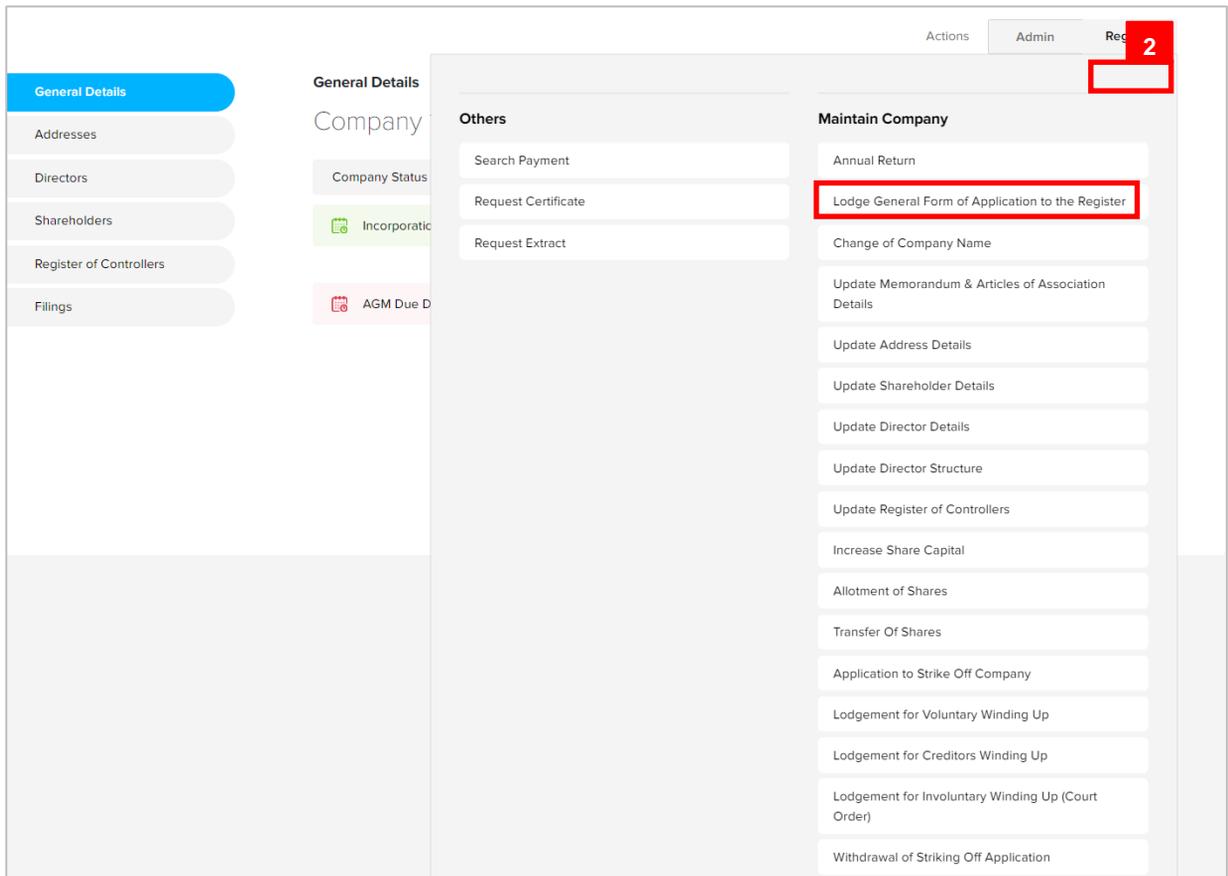
- My Entities:** A table listing registered entities. The table has columns for Registration No, Name, User Role, and Status. The 'Steamboat Chronicles' row is highlighted with a red box.
- Unfinished Businesses:** A section showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing an approved application for 'Abd Events' and a rejected application for 'Steamboat Chronicles'.
- Correspondence Details:** A section 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 – Lodge General Form of Application to Register

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



2. Click on the **Registry** **Lodge General Form of Application to the Register** tab.

OCP – Lodge General Form of Application to Register

The **Lodge General Form of Application to the Register** page will be displayed.

Lodge General Form of Application to the Register

Company Name 3 Sdn Bhd RC00000008

Document Name * Company Application History

Effective Date * 06-Nov-2020

Documents to be uploaded

General Form of Application to the Register *

Doc 1.png

Choose Files

Supporting Documents

Choose Files

Submit Cancel

3. Enter the details for **Lodge General Form of Application to the Register** page as per the example below.

Field	Example
Document Name	Company Application History
Effective Date	<i>Today's date</i>

Note: The documents that can be lodged include, but not limited to, the following:

- Particulars of a Contract in Relation to Shares
- Notice of Receivers and Managers
- Appointment of Receivers and Managers
- Abstract of Receipts and Payments
- Declaration of Compliance
- Notice to Dissenting Shareholders
- Resolution
- Reduce Share Capital Document

4. Click on the **Choose Files** button to upload the **General Form of Application to the Register**.

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.