

ONE COMMON PORTAL

User Guide 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 <u>info.rocbn@mofe.gov.bn</u>

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LODGE GENERAL FORM OF APPLICATION TO THE REGISTER			Applica Online	ant User			
Navi	gate to the OCP dashbo	oard.					
2		lipha				+ New Entity	Muhammad Ashraf
C Search Disshboard	My Entities Registration No Name P00000027 Abd Events P00000026 Tution School P00000025 Steemboat Chronicles					User Role BusinessOwner BusinessOwner BusinessOwner	Status Registered Registered
Purchased Items	Unfinished Businesses	Finished Businesses	Vic	w All	;		
Verify Document	Druft 12-Oct-2020 Application No CR52010121 Station 103	Approved Application No CR52010122 Abd Events	12-Oct-2020		No Informati	on Available	
Q Payment Search I Help	05 Days Remaining 14 Days Complex your humaness registration process before cancellation View Details	Rejected Application No CR52010122 Steamboat Chronicle	12-Oct-2020 2	Payment Super Kids Toys Address Change Paid on 25 May 2020	View All 30 BND Online	Penalty ABC Computer Services Renewal Restration Restration Paid on 25 May 2020	View AB

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



1. Click on a registered Company Name.

The General Details page will be displayed.

			Actions Admin Rec 2
General Details	General Details		
Addresses	Company	Others	Maintain Company
Directors	Company Status	Search Payment	Annual Return
Shareholders	incorporatic	Request Certificate	Lodge General Form of Application to the Register
Register of Controllers		Request Extract	Change of Company Name
Filings	AGM Due D		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

- 2. Click on the
- Registry

Lodge General Form of Application to the Register tab.

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

Lodge General Form of Application to the	ne Register		
Company Name 3 Sdn Bhd 🗖	0000008	3	
Document Name *	Company Application Histo	ory	
Effective Date *	06-Nov-2020		
		4	
Documents to be uploaded			
General Form of Application to the Register *	Doc 1.png	0	
	Choose Files		
Supporting Documents	Choose Files		

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	Today's date

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 <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.