

User Guide Lodgement for Creditors Winding Up

PURPOSE

This user guide acts as a reference for the Lodgement of Creditors Winding Up in the One Common Portal.

GLOSSARY

The following acronyms are used frequently:

Term	Meaning
ОСР	One Common Portal
ROCBN	Registry of Companies and Business Names

FURTHER ASSISTANCE

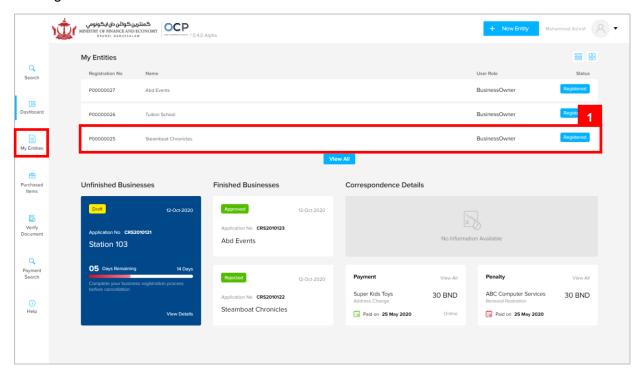
If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to info.rocbn@mofe.gov.bn

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LODGEMENT FOR Applicant
CREDITORS WINDING UP
Online User

Navigate to the OCP dashboard.

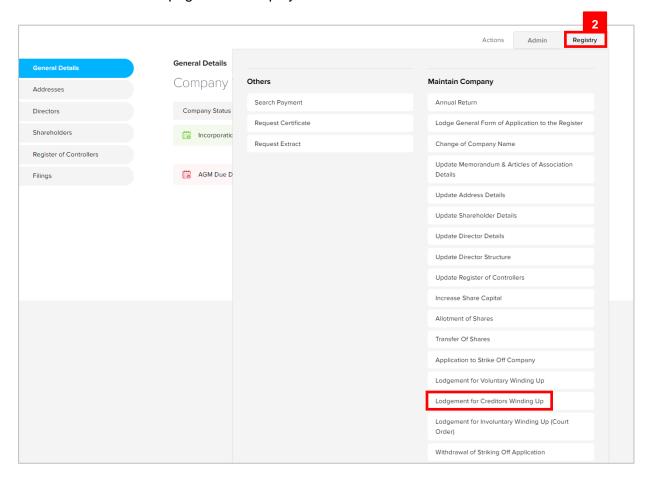


Registered company will be displayed under the My Entities section or by clicking on

the My Entities icon.

1. Click on a registered Company Name.

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

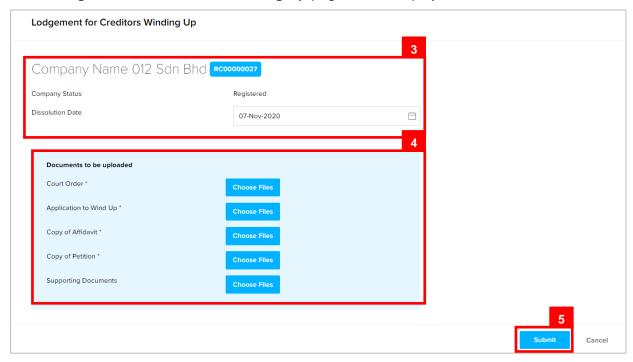


2. Click on the Registry Lodgement for Creditors Winding Up tab.

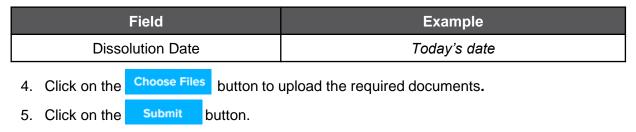
Note:

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

The **Lodgement for Creditors Winding Up** page will be displayed.



Enter the details for Lodgement for Creditors Winding Up page as per the example below.



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, entity status will be updated to 'Undergoing Dissolution (Creditor Winding Up).