

# User Guide Lodgement for Voluntary Winding Up

### **PURPOSE**

This user guide acts as a reference for **Lodgement of Voluntary 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**

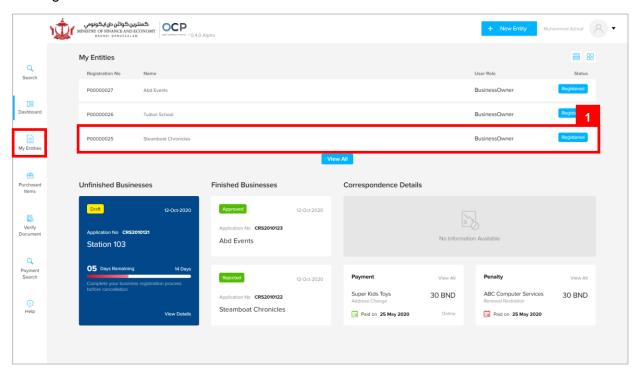
If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to <a href="mailto:info.rocbn@mofe.gov.bn">info.rocbn@mofe.gov.bn</a>

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LODGEMENT FOR Applicant
VOLUNTARY WINDING UP Online User

Navigate to the OCP dashboard.

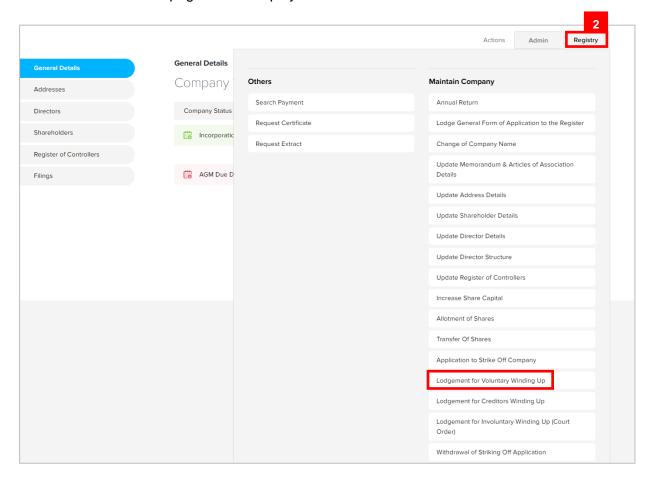


Registered company will be displayed under the My Entities section or by clicking on

the My Entities icon.

1. Click on a registered Company Name.

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

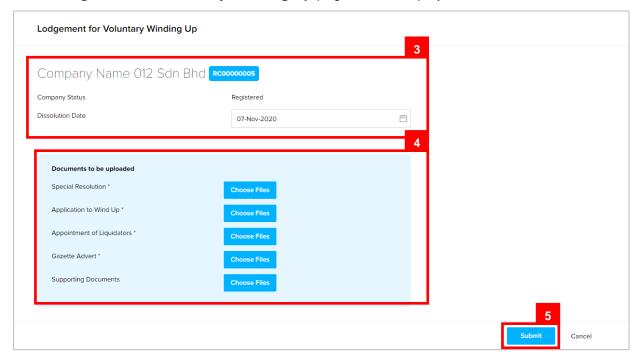


2. Click on the Registry Lodgement for Voluntary Winding Up tab.

#### Note:

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

#### The **Lodgement for Voluntary Winding Up** page will be displayed.



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



- 4. Click on the Choose Files button to upload the required documents.
- 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, entity status will be updated to 'Undergoing Dissolution (Voluntary)'.