



ONE•COMMON•PORTAL

User Guide

Incorporating a Private Company

OCP – Incorporating a Private Company

PURPOSE

This user guide acts as a reference for applicants who wish to incorporate a Private Company.

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

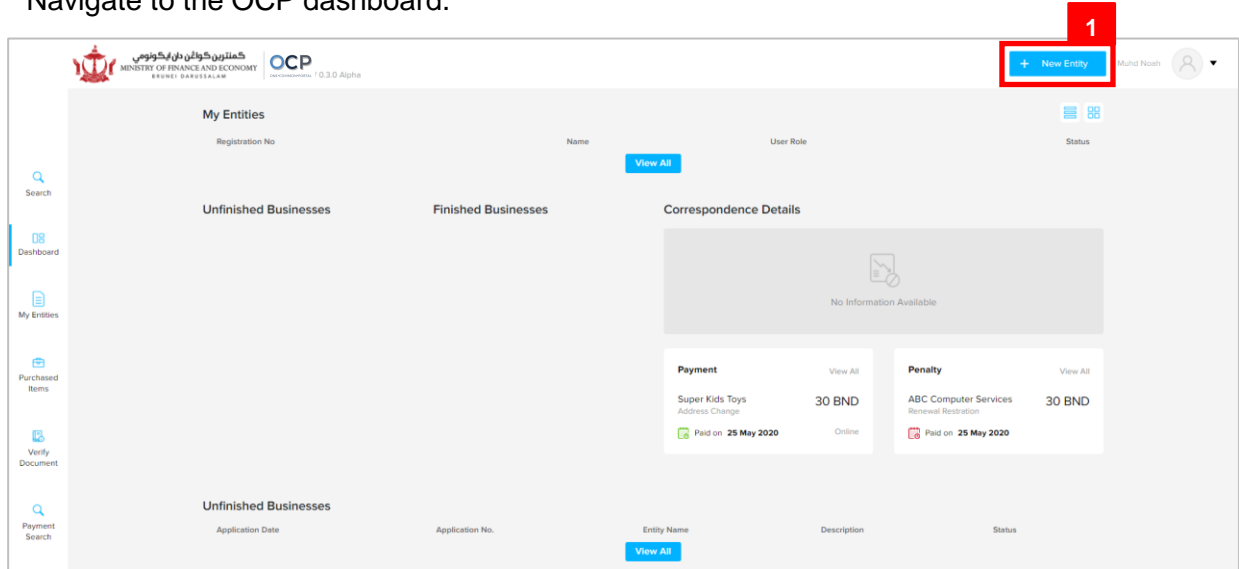
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OCP – Incorporating a Private Company

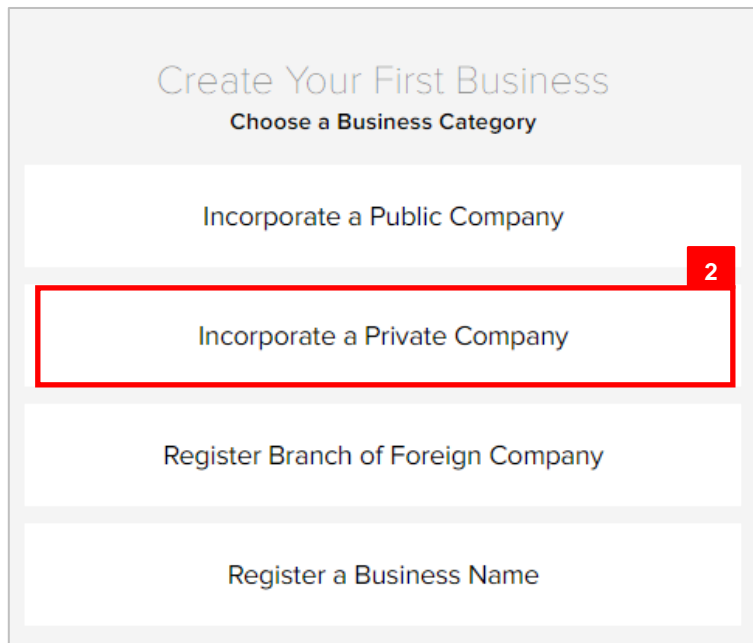
INCORPORATE A PRIVATE COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the **+ New Entity** button.

The **Choose a Business Category** page will appear.



2. Click on the **Incorporate a Private Company** button.

OCP – Incorporating a Private Company

The **Incorporate a Private Company** page will appear.

The screenshot shows the 'Incorporate a Private Company' page with a navigation bar containing 'Important Information', 'General Details', 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Review'. The 'Important Information' section is active and displays a notice to 'Dear Sir / Madam' regarding statutory obligations for incorporating a private limited company. A list of six obligations (a-f) is provided. A red box labeled '3' highlights a checkbox with the text 'I / We have read the above notice and understood the statutory obligations of a private limited company to the Registrar of Companies.' At the bottom right, a red box labeled '4' highlights the 'Next' button, with 'Save & Exit' and 'Cancel' buttons also visible.

3. Read through the important information and click on the

I / We have read the above notice and understood the statutory obligations of a private limited company to the Registrar of Companies.

checkbox.

4. Click on the **Next** button.

OCP – Incorporating a Private Company

The **General Details** section will appear.

Incorporate a Private Company

Important Information **General Details** Addresses Directors Shareholders Regi

5

General Details

Proposed Name of Company *

Business Sector *

Authorized Share Capital *


Memorandum and articles of association *

Supporting Documents

5. Enter the details for **General Details** section as per the example below.

Field	Example
Proposed Name of Company	The Lots Sdn Bhd
Business Sector	56 – Food and beverage services activities
Authorized Share Capital	25000

Note:

- For more information regarding the **Business** Sector, click on the  icon and refer to the link provided.
- Companies are only allowed to have one Business Sector.
- Companies in Brunei Darussalam must have a minimum of 25000 Authorised Share Capital.

Business Sector * 

Authorized Share C

Limited By *

For reference, please visit:
<http://www.deps.gov.bn/DEPD%20Documents%20Library/DOS/National%20Classifications/BDSIndustrialC%202011.pdf>

OCP – Incorporating a Private Company

- The system will auto-validate **Proposed Name of Company** and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
A Private company must include at the end of its name the word "SENDIRIAN BERHAD" (or its abbreviation "SDN BHD" or "Sdn Bhd.")	The proposed name does not indicate that it is a public company Add SENDIRIAN BERHAD / Sendirian Berhad / SDN BHD / Sdn Bhd at the end of the proposed Company Name.
The proposed name you have entered contains restricted word. Your application may be rejected due to the use of this word.	The proposed name user have entered contains restricted word. Advised to change proposed Company Name.
The proposed name is similar or identical to an existing proposed / registered Company Name. Please note that the proposed name will be subject to Registrar review and may be subsequently rejected.	The proposed name is similar or identical to an existing registered / proposed Company Name. Need to provide proof of consent for using proposed Company Name.

- If the proposed name is similar or identical to an existing registered / proposed Company Name, the following section will appear:

Consent Required to use existing name ? *

Yes

No

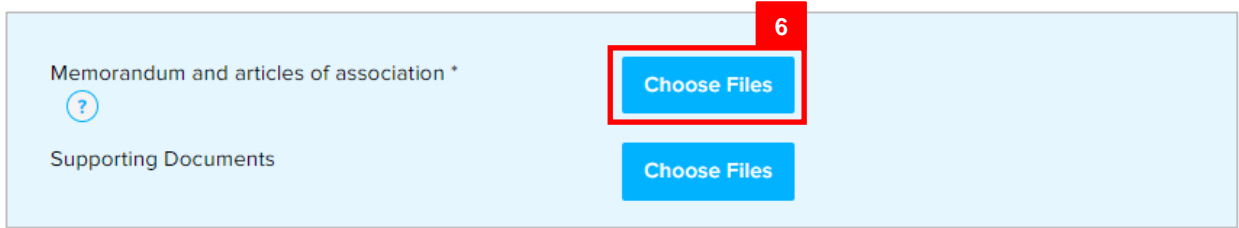
Consent *

[Choose Files](#)

User is advised to upload a proof of consent from the owner of the registered company that the applicant has consent to use the proposed company name.

OCP – Incorporating a Private Company

It is compulsory to upload the **Memorandum and Articles of Association**.

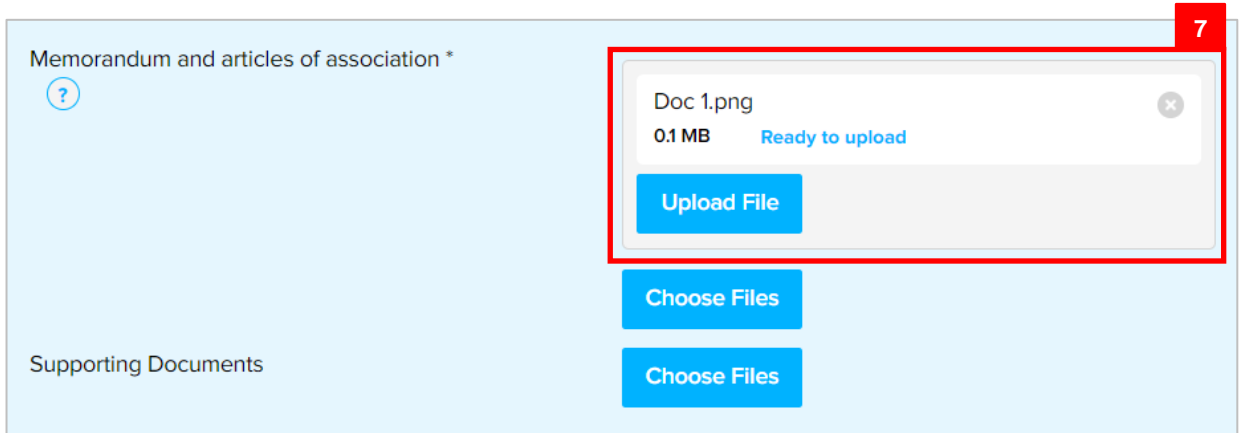


Memorandum and articles of association *
Supporting Documents

Choose Files

Choose Files

6. Click on the **Choose Files** button and select the memorandum and articles of association document.



Memorandum and articles of association *
Supporting Documents

Doc 1.png
0.1 MB Ready to upload

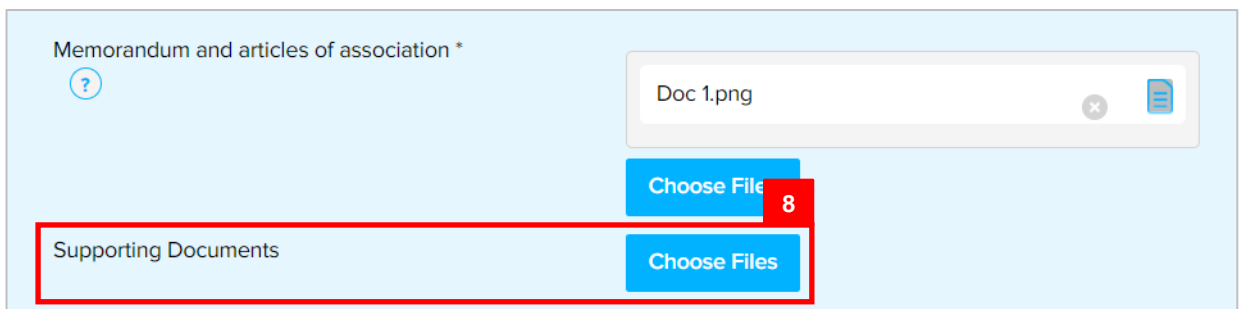
Upload File

Choose Files

Choose Files

7. Click on the **Upload File** button to upload the file.

The file will be uploaded.



Memorandum and articles of association *
Supporting Documents

Doc 1.png


Choose Files



Choose Files

8. Repeat steps 6 – 7 to upload **Supporting Documents** (if any).

OCP – Incorporating a Private Company



Once all the required details are entered/uploaded, proceed to the next section.

Memorandum and articles of association * 

Doc 1.png  

Choose Files

Supporting Documents

Doc 2.png  

Choose Files

IMPORTANT: Any submitted applications are deemed to have been thoroughly reviewed by the applicant.



It is the responsibility of the applicant to ensure that the name of the company applied is not identical and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010. The name will be rejected if it is already used by another business or if it infringes with any trademark or is obscene or undesirable.

Please be informed that if the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name, even if the complaint is filed after the company has been successfully registered.

9

Next **Prev** Save & Exit Cancel

9. Click on the  button.

	To download the uploaded file.
	To delete the uploaded file.
Choose Files	To upload additional file.
Prev	To go back to the previous section.
Save & Exit	To save application as draft and exit the page.
Cancel	To cancel registration.

OCP – Incorporating a Private Company

The **Addresses** section will appear.

Addresses

Registered Office Address

10

Address * 54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code * KA 1531

Country * Brunei Darussalam

Mukim * Kuala Belait

Village * Kg Mumong A

District * Belait

Country * Brunei Darussalam

11

Save Clear

10. Enter the details for **Registered Address Details** section as per the example below.

Field	Example
Address	54, SPG 64, Jalan Indera Jaya, STKRJ
Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Kuala Belait
Village	Kg Mumong A
District	Belait

11. Click on the  button.

OCP – Incorporating a Private Company


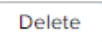



The added address will be displayed on the right side of the page.

The screenshot shows the 'Addresses' section of the OCP system. The top navigation bar includes 'Important Information', 'General Details', 'Addresses' (highlighted), 'Directors', 'Shareholders', 'Register of Controllers', and 'Review'. The 'Registered Office Address' form on the left has fields for 'Address *', 'Postal Code *', 'Country *' (pre-filled with 'Brunei Darussalam'), 'Mukim *', 'Village *', 'District *', and 'Country *' (pre-filled with 'Brunei Darussalam'). The 'Added Addresses' list on the right shows one entry: '54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam', with 'Edit' and 'Delete' buttons. The bottom navigation bar contains 'Prev', 'Next' (highlighted with a red box and the number '12'), 'Save & Exit', and 'Cancel'.

Note: Only one **Registered Office Address** can be saved at a time.

Once the address is saved, proceed to the next section.

12. Click on the  button.

	To edit the added address.
	To delete the added address.
	To go back to the previous section.
	To save application as draft and exit the page.
	To cancel registration.

OCP – Incorporating a Private Company

The **Directors** section will appear.

Important Information General Details Addresses **Directors** Shareholders Register of Controllers Review

Directors 13

[Add Me as Director](#)

Identification Document * IC-Yellow

Identification Document Number * 01-048181

Date of Birth * 14-Jun-1992

Full Name * Muhammad Ashraf

Nationality * Brunei Darussalam

Gender * Male Female

Address * 34, SPG 23, Jalan Indera Jaya

Postal Code * KA 1531

Mukim * Kuala Belait

Village * Kg Mumong A

District * Belait

Country * Brunei Darussalam 14

Business Occupation * Business Director

Telephone * Country * Number *
+673 8601111

[Add](#)

Email * nick@.com 15

[Add Director](#) clear

Note:

- At least 2 directors must be entered for a private company.
- There is no limit to the number of directors that can be specified.
- Directors must be individuals.
- If there are 2 directors in the company, then at least one must be a Brunei Ordinarily Resident.
- If there are more than 2 directors in the company, then at least 2 directors must be Brunei Ordinarily Resident.
- If there are 2 foreign directors without any Local director, then at least 1 Ordinarily Resident must be provided.
- If there are 3 or above foreign director without any Local director, then at least 2 Ordinarily Resident must be provided.
- If Director is not a Brunei national (Passport and IC-Green) then a non-Brunei address must be provided.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

OCP – Incorporating a Private Company

13. Click on the [Add Me as Director](#) to add the user as a director.

Note: If the user has updated the user's profile, clicking on the [Add Me as Director](#) link will enter the user's details in all the fields except for the **Business Occupation** field.

14. Enter the details for **Business Occupation** section as per the example below.

Field	Example
Business Occupation	Business Director

15. Click on the [Add Director](#) button.

The added director will be displayed on the right side of the page.

Directors

[Add Me as Director](#) 16

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

Address * No. 48, Jalan 99

Postal Code * BB1421

Mukim * Gadong A

Village * Kg Rimba

District * Brunei Muara

Country * Brunei Darussalam

Business Occupation * Financer

Telephone * Country * 673 Number * 8148187

[Add](#)

Email * muhammad.daniel@gmail.com 17

[Add Director](#) [clear](#)

Added Directors

1

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Nationality	Brunei Darussalam
Address	34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam
Business Occupation	Business Director
Telephone	+673 8601111
Email	muhd.ash92@gmail.com

[Edit](#) [Delete](#)


OCP – Incorporating a Private Company

Add a second director for the company.

16. Enter the details for **Directors** section as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01048181
Date of Birth		30-Jul-1991
Full Name		Muhammad Daniel
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		No. 48, Jalan 99
Postal Code		BB 1421
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Gadong A
Village		Kg Rimba
District		Brunei Muara
Country		Brunei Darussalam
Business Occupation		<i>Financer</i>
Telephone	Country Code	+673
	Number	8148187
Email		muhd.daniel@gmail.com

17. Click on the  button.

	To add additional telephone number.
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OCP – Incorporating a Private Company

Note: When entering the details for **Identification Document Number** and **Date of Birth**, there will be **IC Number Validation with Immigration**.

IC Number Validation with Immigration

Your ICN : 01 [REDACTED] and Date of Birth : 30-Jul-1991 will be validated.
This may take few minutes.
Do you want to continue?

Click on the button to proceed.

OCP – Incorporating a Private Company

The added owner will be displayed on the right side of the page.

Important Information General Details Addresses **Directors** Shareholders Register of Controllers Review

Directors

[Add Me as Director](#)

Identification Document *

Identification Document Number *

Date of Birth *

Full Name *

Nationality *

Gender * Male Female

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Business Occupation *

Telephone *

Email *

Added Directors

1

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Nationality	Brunei Darussalam
Address	34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam
Business Occupation	Business Director
Telephone	+673 860111
Email	muhd.ash92@gmail.com

2

Full Name	Muhammad Daniel
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date of Birth	30-Jul-1991
Nationality	Brunei Darussalam
Address	No. 48, Jalan 99, BB1421, Gadong A, Kg Rimba, Brunei Muara, Brunei Darussalam
Business Occupation	Financer
Telephone	673 8148187
Email	muhd.daniel@gmail.com

NOTE

Documents to be uploaded

List of Directors (Form X) *	<input type="button" value="Choose Files"/>
Consent to Act as Director Form *	<input type="button" value="Choose Files"/>
Director's ID Evidence *	<input type="button" value="Choose Files"/>
Ordinarily Resident	<input type="button" value="Choose Files"/>


OCP – Incorporating a Private Company

Note:


- Director must upload the **List of Directors (Form X)**.


Documents to be uploaded

List of Directors (Form X) * Choose Files




Please upload List of Directors' Particulars form (Form X) to this tab. This form can be downloaded at:
[https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20\(Sendirian%20Berhad%20or%20Berhad\)/Form_X_2017.docx](https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20(Sendirian%20Berhad%20or%20Berhad)/Form_X_2017.docx)

Click on the  icon and refer to the link provided.

- Director must provide **Consent to act as Director Form**. Form can be found under Downloadable Forms via OCP Main Menu > Companies..
- ID Evidence must be supplied. Click on the  icon for more information.

Director's ID Evidence * Choose Files



Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of intended directors.

OCP – Incorporating a Private Company

Upload the required documents for the directors.

Documents to be uploaded

List of Directors (Form X) * 18

Consent to Act as Director Form *

Director's ID Evidence *

Ordinarily Resident

18. Click on the button and select the **Form X** document.

Documents to be uploaded

List of Directors (Form X) *

Doc 1.png
0.1 MB 19 to upload

19. Click on the button to upload the file.

The file will be uploaded.

Documents to be uploaded

List of Directors (Form X) *

Doc 1.png

20



Consent to Act as Director Form *

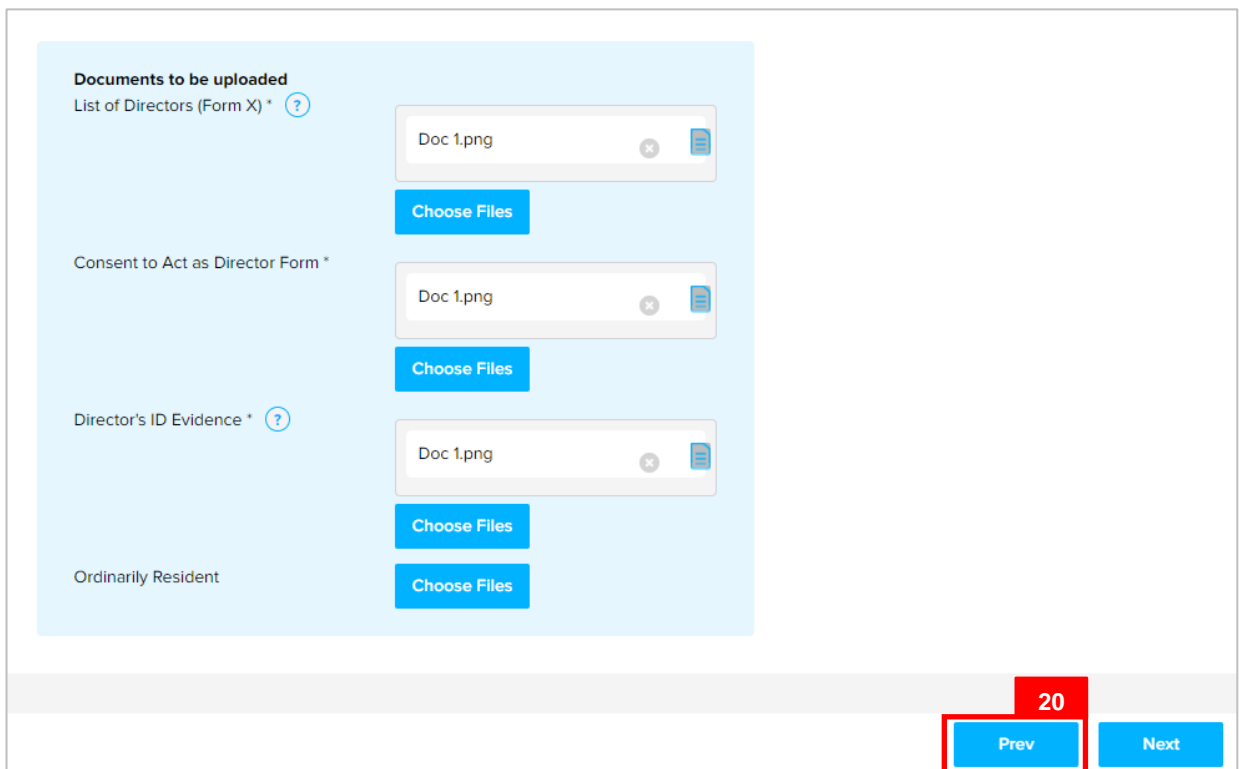
Director's ID Evidence *

Ordinarily Resident

20. Repeat steps 18 – 19 to upload **Consent to Act as Director Form**, **Director's ID Evidence** and **Ordinarily Resident** (if director has green IC).

OCP – Incorporating a Private Company

	To download the uploaded file.
	To delete the uploaded file.
Choose Files	To upload additional file.
Prev	To go back to the previous section.
Save & Exit	To save application as draft and exit the registration page.
Cancel	To cancel registration.



The screenshot displays a registration page with a light blue background. It features four sections for document uploads, each with a 'Choose Files' button. The sections are: 'List of Directors (Form X) *', 'Consent to Act as Director Form *', 'Director's ID Evidence *', and 'Ordinarily Resident'. Each upload section shows a file named 'Doc 1.png' with a delete icon and a download icon. At the bottom right, there are two navigation buttons: 'Prev' and 'Next'. The 'Prev' button is highlighted with a red box and a red '20' above it, indicating the current step.

Once the directors are added and all required documents are uploaded, proceed to the next section.

20. Click on the **Next** button.

OCP – Incorporating a Private Company

The **Shareholders** section will appear.

Incorporate a Private Company

Important Information General Details Addresses Directors **Shareholders** Register of Controllers Review

21

Shareholder Type * Individual 22

Select from list of Directors 23

[Add me as Shareholder](#)

Identification Document * [Dropdown]

Identification Document Number * 00-000000

Date of Birth * DD-MMM-YYYY [Calendar]

Full Name * [Greyed out]

Nationality * [Dropdown]

Gender * Male Female

Residential Address

Address * [Text input]

Postal Code * [Text input]

Mukim * [Text input]

Village * [Text input]

District * [Dropdown]

Country * Brunei Darussalam [Dropdown]

Occupation * [Text input]

Telephone * Country * Number * [Text input]

Note:

- At least 2 shareholders must be entered.
- A maximum of 50 shareholders applies.
- Include the option to select shareholders from the list of Directors
- Include the “Add Me as Shareholder” option
- Shareholder must not be a bankrupt.

OCP – Incorporating a Private Company

21. Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Individual

22. Click on the Select from list of Directors checkbox to select the existing director(s) as a shareholder.

23. Similarly, user can click on the [Add me as Shareholder](#) to add the user as a director.

Note: Clicking on the [Add me as Shareholder](#) link or selecting an existing director as a shareholder will enter the user's details in all the fields except for the **Number of Shares** field.

The screenshot shows a form with a text input field labeled "Number of Shares *" containing the value "2500". A red box highlights the input field and the "Add Shareholder" button below it. A red callout box with the number "24" points to the top right corner of the input field, and another red callout box with the number "25" points to the "Add Shareholder" button. To the right of the "Add Shareholder" button is a "Clear" button.

24. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	2500

25. Click on the [Add Shareholder](#) button.

OCP – Incorporating a Private Company

The added shareholder will be displayed on the right side of the page.

26

Shareholder Type * Registered Company

Search Company Type to search

Company Number

Company Name

Company Address

Number of Shares *

Add Shareholder Clear

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 Darussalam

Occupation Director

Telephone 673 2382238

Number of Shares 2500

Edit Delete

26. Shareholder Types can be **Registered Company** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Registered Company

Shareholder Type * Registered Company

27

Search Company RC00000007 : Company 1 Bhd

Company Number RC00000007

Company Name Company 1 Bhd

Company Address 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

28

Number of Shares * 10000

28

Add Shareholder Clear

27. Enter the details for **Search Company** field as per the example below.

Field	Example
Search Company	RC0000000007

Note: Company must be registered in OCP before adding Company as a shareholder.

OCP – Incorporating a Private Company

28. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	10000

29. Click on the **Add Shareholder** button.

The added shareholder will be displayed on the right side of the page.

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Shareholder Type * Other Incorporated Entity

Entity Number

Entity Name *

Company Address

Address *

Postal Code *

Mukim *

Village *

District *

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 Darussalam
Occupation Director
Telephone 673 2382238
Number of Shares 2500

Edit Delete

2 **Registered Company**

Company Name Company 1 Bhd
Company Number RC00000007
Company Address 54, SPG 64, Jalan Jaya Indera, Kampong Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam
Number of Shares 10000

Edit Delete

30. Shareholder Types can be **Other Incorporated Entity / Other Incorporated Entity (Foreign)** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Other Incorporated Entity

OCP – Incorporating a Private Company

Shareholder Type *	Other Incorporated Entity	31
Entity Number	001008834	
Entity Name *	AITI	
Company Address		
Address *	Block B14 Simpang 32-5, Jalan Berakas	
Postal Code *	BB3713	
Mukim *	Berakas	
Village *	Kg ANggerek Desa	
District *	Brunei Muara	
Country *	Brunei Darussalam	
Entity Type *	Director	
Number of Shares *	7000	32
	Save	Clear

OCP – Incorporating a Private Company

31. Enter the details for **Other Incorporated Entity** section as per the example below.

Field	Example
Entity Number	001008834
Entity Name	AITI
Address	Block B14 Simpang 32-5, Jalan Berakas
Postal Code	BB3713 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Berakas
Village	Kg Anggerek Desa
District	Brunei Muara
Country	Brunei Darussalam
Entity Type	Corporation
Number of Shrares	7000

32. Click on the  button.

OCP – Incorporating a Private Company

The added shareholder will be displayed on the right side of the page.

<p>Nationality * <input type="text"/></p> <p>Gender * <input type="radio"/> Male <input type="radio"/> Female</p> <p>Residential Address</p> <p>Address * <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Postal Code * <input type="text"/></p>	<p>2 Registered Company</p> <p>Company Name Company 1 Bhd Company Number RC00000007 Company Address 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam Number of Shares 10000</p> <p>Edit Delete</p> <p>3 Other Incorporated Entity</p> <p>Entity Name AITI Entity Number 001008834 Address Block B14 Simpang 32-5, Jalan Berakas, BB3713, Berakas, Kg Anggerek Desa, Brunei Muara, Brunei Darussalam Number of Shares 7000</p> <p>Edit Delete</p>
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33. Repeat steps 22 – 32 to add the remaining shareholders.

User must upload the **Shareholder ID Evidence / Resolution**.

NOTE

Documents to be uploaded

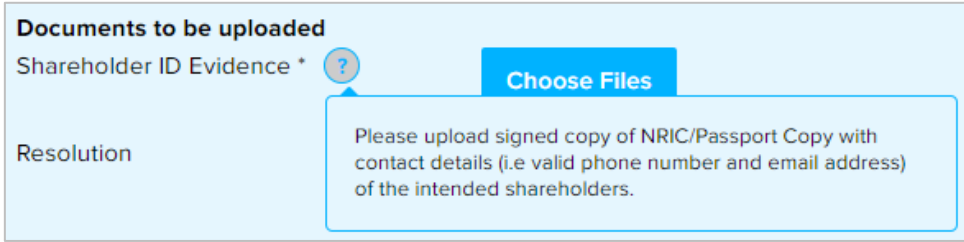
Shareholder ID Evidence * [?](#) [Choose Files](#)


Resolution * [Choose Files](#)

OCP – Incorporating a Private Company

Note:

- **Shareholder ID Evidence** is compulsory for **Individual** shareholders.

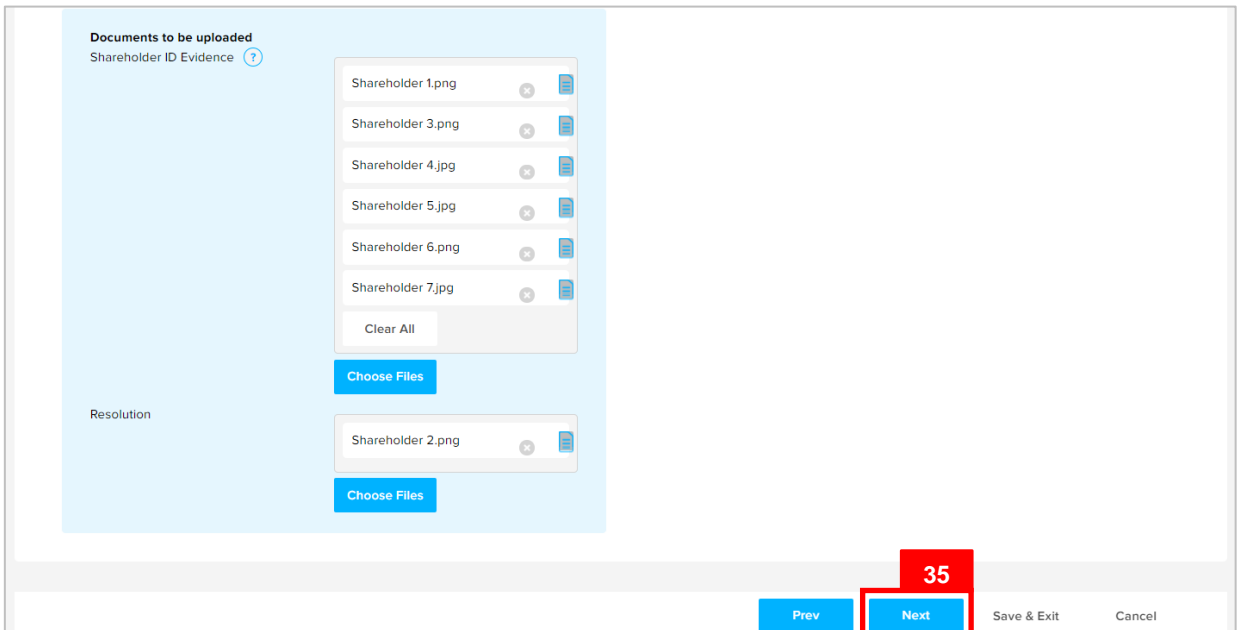


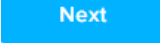
Click on the  icon for more information.

- **Resolution** is compulsory for **Registered Company / Other Entities** shareholders.

34. Repeat steps 18 – 19 to upload **Shareholder ID Evidence / Resolution**.

Once the directors are added and all required documents are uploaded, proceed to the next section.



35. Click on the  button.

OCP – Incorporating a Private Company

The **Register of Controllers** section will appear.

Incorporate a Public Company

Important Information General Details Addresses Directors Shareholders **Register of Controllers** Review

Register of Controllers **36**

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39? Yes No

Please select the type of company that you fall under: **37**

- (a) A public company which shares are listed for quotation on a securities exchange in Brunei Darussalam.
- (b) A company that is Brunei Darussalam financial institution.
- (c) A company that is wholly owned by the Government of Brunei Darussalam.
- (d) A company that is wholly owned by a statutory body established by or under any written law for a public purpose.
- (e) A company that is wholly owned subsidiary of a company mentioned in (a), (b), (c) or (d) above.
- (f) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:
Regulatory disclosure requirements; and
Requirements relating to adequate transparency in respect of its beneficial owners,
Imposed through securities exchange rules, law or other enforceable means.

36. If the company is exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the Yes radio button.

37. Select the details per the example below.

Field	Example
Please select the type of company that you fall under:	A company that is wholly owned by the Government of Brunei Darussalam.

OCP – Incorporating a Private Company

38. If the company is not exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the No radio button.

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39? Yes No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *	IC-Yellow
Identification Document Number *	01-048181
Date of Birth *	14-Jun-1992
Full Name *	Muhammad Ashraf
Aliases (if any)	
Nationality *	Brunei Darussalam

39. Enter the details for **Register of Controllers** section as per the example below.

Field	Example
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Full Name	Muhammad Ashraf <i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>

40. Click on the button.

OCP – Incorporating a Private Company

Note: When entering the details for **Identification Document Number** and **Date of Birth**, there will be **IC Number Validation with Immigration**.

IC Number Validation with Immigration

Your ICN : 01 [REDACTED] and Date of Birth : 30-Jul-1991 will be validated.
This may take few minutes.
Do you want to continue?

Click on the button to proceed.

OCP – Incorporating a Private Company

The added Register of Controller(s) will be displayed on the right side of the page.

Incorporate a Public Company

Important Information General Details Addresses Directors Shareholders **Register of Controllers** Review

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39? Yes No

Please fill in the details of the company's beneficial owner/s below:

Identification Document * IC-Yellow

Identification Document Number * 01-048181

Date of Birth * 14-Jun-1992

Full Name * Muhammad Ashraf

Aliases (if any)

Nationality * Brunei Darussalam

Add Controllers Clear

Identifier Type IC-Yellow

Identification Document Number 01-048181

Date of Birth 14-Jun-1992

Full Name Muhammad Ashraf

Aliases (if any)

Nationality Brunei Darussalam

Edit Remove

41

Next Prev Save & Exit Cancel

	To edit the added Register of Controller
	To remove the added Register of Controller
	To go back to the previous section.
	To save application as draft and exit the page.
	To cancel registration.

41. Click on the button.

OCP – Incorporating a Private Company

The **Review** section will appear.

Incorporate a Public Company

Important Information General Details Addresses Directors Shareholders Register of Controllers **Review** 42

Review Expand All

General Details Edit

Address Details Edit

Directors Edit

Shareholders Edit

Register of Controllers Edit

Declaration

I, being an advocate, director, secretary of the company, hereby declare that all requirements of the Companies Act (Chapter 39) in respect of matters precedent to the incorporation of the said company incidental thereto have been complied with.

I understand that the application will be rejected if the Company Name is already used and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010; or if it infringes with any trademark or is obscene or undesirable.

I confirm that if, after the application has been successfully approved and the company has been successfully incorporated, the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name.

* I hereby declare that the information provided to the Registrar of Companies is true and correct. 43

Prev Save & Exit Cancel **Submit** 44

42. Click on the individual sections to view the separate sections or click on the

Expand All button to view all the sections.

Click on the Edit button edit the specific sections.

43. Click on the * I hereby declare that the information provided to the Registrar of Companies is true and correct.

checkbox after all the sections have been reviewed.

44. Click on the Submit button.

The **Payment** page will appear.

- For payment via credit card, for further guidance, please refer to Resources & Guides > Companies
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

OCP – Incorporating a Private Company

After **payment** has been made:

My Entities

Registration No	Name	User Role	Status
View All			

Unfinished Businesses **Finished Businesses** **Correspondence Details**

No Information Available

Payment	View All	Penalty	View All
Super Kids Toys Address Change	30 BND	ABC Computer Services Renewal Restration	30 BND
Paid on 25 May 2020	Online	Paid on 25 May 2020	

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	CRS20091512	Tuition School	Register a Business Name	Pending Review
View All				

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
View All				

Note:

- After payment has been made, the icon will become [Pending Review](#) .
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

OCP – Incorporating a Private Company

After **payment** has been made, applicant will receive an email **Submitted - Incorporate a Private Company**

Submitted - Incorporate a Private Company For The Lots Sdn Bhd OQCRS2011253



كمتريين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

OCP
ONE-COMMON-PORTAL

Our Ref: OQCRS2011253

Dear Sir/Madam,

Title: **The Lots Sdn Bhd**

We refer to your application dated **25 Nov 2020** on the above matter.

Please be informed that your application for **Incorporate a Private Company** for **The Lots Sdn Bhd** has been received by the Registry of Private Companies and will be duly reviewed.

The Registry of Private Companies will inform you of the outcome of the review as soon as possible.

Yours faithfully,

FOR REGISTRAR OF COMPANIES
Ministry of Finance and Economy,
Brunei Darussalam

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Please do not reply to this email.
Emails sent to this address will not be answered.

NOTE

PDF

PDF Receipt_OQRCBL5...

Note: Receipt of the payment will also be attached in the email.

OCP – Incorporating a Private Company

After **approval** has been made:

My Entities **NOTE**

Registration No	Name	User Role	Status
P00000017	Tuition School	BusinessOwner	Registered

[View All](#)

Unfinished Businesses **Finished Businesses** **Correspondence Details**

No Information Available

Payment View All

Super Kids Toys
Address Change **30 BND**

Paid on **25 May 2020** Online

Penalty View All

ABC Computer Services
Renewal Restriction **30 BND**

Paid on **25 May 2020**

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
------------------	-----------------	-------------	-------------	--------

[View All](#)

NOTE

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
07-Oct-2020	CRS20100720	Tuition School	Register a Business Name	Approved

[View All](#)

Note:

- After approval has been made, the company will be displayed under the **My Entities** section with the status Registered .
- After approval has been made, the company will be displayed under the **Finished Business** section with the status Approved .

OCP – Incorporating a Private Company

After **approval** has been made, applicant will receive an email **Incorporation of a Private Company**.

Incorporation of a Private Company The Lots Sdn Bhd RC00000044



كمتريڤن كواڠن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM



Our Ref: **RC00000044**

Dear Sir/Madam,

Title: The Lots Sdn Bhd

We refer to your application dated **25 Nov 2020**, together with enclosures, if any.

Please be informed that the company, **The Lots Sdn Bhd**, is now registered under the Companies Act (Chapter 39) with the registration number **RC00000044**.

Attached is the Certificate of Incorporation of a Private Company for your safekeeping.

Note: The AGM for Company **The Lots Sdn Bhd (RC00000044)** needs to be held by **25 May 2022**.

Please also note that the **2022** annual return is due to be filed within 28 days of the AGM.

We are pleased to inform you also that your business entity has been registered automatically to e-Amanah, Tabung Amanah Pekerja (TAP). You will then receive your Tabung Amanah Pekerja (TAP) & Supplemental Contributory Pension (SCP) account number via email/sms.

In this regard, The Registry of Companies and Business Names Division (ROCBN) is also pleased to inform that you may be contacted via email by other government agencies (such as Fire & Safety Division, Fire & Rescue Department and Food Quality Control and Safety Division, Ministry of Health) to obtain further information regarding your business. This information will be used for the purpose of ascertaining your business premise (if any).

All businesses are required to comply to the Competition Order, 2015; the Consumer Protection (Fair Trading) Order, 2011; and the Price Control Act, Chapter 142 and its regulations, including the Price Control (Display of Prices) Order and the Price Control (Cheap Sale Price) Regulations. For more information, please visit the JPKE website at www.depd.gov.bn/cad or call JPKE at 2230223.

Yours faithfully,

FOR REGISTRAR OF COMPANIES
Ministry of Finance and Economy,
Brunei Darussalam

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Please do not reply to this email.
Emails sent to this address will not be answered.

OCP – Incorporating a Private Company

Also attached in the email will be the **Certificate of Incorporation of a Private Company** and **Company Extract**.

2 Attachments

45



45. Click on the attachments to view the documents.

OCP – Incorporating a Private Company

The Certificate of Incorporation of Private Company



RC00000044

PERAKUAN PENUBUHAN SYARIKAT PERSENDIRIAN
CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that


THE LOTS SDN BHD

Adalah, pada 25 Haribulan November 2020 ditubuhkan
Is, on this 25 Day of November 2020 incorporated

di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut syer
The company is a company LIMITED by shares

Dan bahawa syarikat ini adalah sebuah syarikat persendirian.
And that the company is a private company.


Pendaftar Syarikat-Syarikat
REGISTRAR OF COMPANIES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Incorporation is 251120202001125. To check the validity of this certificate, enter
<https://qa.ocp.mofe.gov.bn/VerifyDocument?code=251120202001125> in your browser.

OCP – Incorporating a Private Company

The Company Extract.

251120202001127

The Lots Sdn Bhd RC00000044

Extract generated as at 25-Nov-2020



Registry of Companies Brunei Darussalam Company Extract

General Details

Registration Number : RC00000044
Company Name : The Lots Sdn Bhd
Company Type : Private Company
Entity Status : Registered
Incorporation Date : 25-Nov-2020
Business Sector : 01 Crop and animal production, hunting and related services activities
AGM Due Date : 25-May-2022
Latest Annual Returns Filed : N/A

Addresses

Registered Office Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam

Directors

Director

Full Name : [REDACTED]
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : [REDACTED]
Gender : Male
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam
Appointment Date : 25-Nov-2020

251120202001127

Extract Generated as at 25-Nov-2020

OCP – Incorporating a Private Company

251120202001127

The Lots Sdn Bhd RC00000044

Extract generated as at 25-Nov-2020



Director

Full Name : [REDACTED]
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : [REDACTED]
Gender : Male
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam
Appointment Date : 25-Nov-2020

Shareholders

Authorised Share Capital : 25000.00

Individual(s)

Individual Shareholder

Number of Shares : 10000.00
Full Name : [REDACTED]
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : [REDACTED]
Gender : Male
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam
Appointment Date : 25-Nov-2020

Individual Shareholder

Number of Shares : 10000.00
Full Name : [REDACTED]
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : [REDACTED]

251120202001127

Extract Generated as at 25-Nov-2020

OCP – Incorporating a Private Company

251120202001127

The Lots Sdn Bhd RC00000044

Extract generated as at 25-Nov-2020



Document Number : ██████████
Gender : Male
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ,
Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei
Darussalam
Appointment Date : 25-Nov-2020

251120202001127

Extract Generated as at 25-Nov-2020

OCP – Viewing Company Details

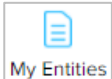
VIEW COMPANY DETAILS	Applicant
	Online User

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. A navigation bar includes a 'New Entity' button and the user's name 'Muhammad Ashraf'. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. The table lists three entities: 'Abd Events' (Registration No: P0000027), 'Tuition School' (Registration No: P0000026), and 'Steamboat Chronicles' (Registration No: P0000025). The 'Steamboat Chronicles' row is highlighted with a red box, and a red '1' is placed next to its 'Registered' status button.
- Unfinished Businesses:** A section showing a 'Draft' application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing 'Approved' and 'Rejected' applications for 'Abd Events' and 'Steamboat Chronicles'.
- Correspondence Details:** A section showing 'No Information Available'.
- Payment and Penalty:** Two sections showing payment details for 'Super Kids Toys' and 'ABC Computer Services'.

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

the  icon.

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

OCP – Viewing Company Details

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

Actions Admin Registry

General Details 2

Addresses

Directors

Shareholders

Register of Controllers

Other Information

Filings

General Details

Company Name 1 Sdn Bhd **RC0000001**

Company Status **Registered**

Company Type **Private Company**

Incorporation Date **04-Nov-2020**

Business Sector **01 Crop and animal production, hunting and related services activities**

Latest Annual Returns Filed **N/A**

AGM Due Date **04-May-2022**

Authorised Share Capital **25000**

Memorandum and Articles of Association **N/A**

Note: The **General Details** page will display the following information –

- Company Number
- Company Name
- Company Type
- Incorporation Date
- Business Sector
- Latest Annual Returns Filed
- AGM Due Date
- Authorised Share Capital

2. Click on the **Addresses** section.

OCP – Viewing Company Details

The **Addresses** page will be displayed.

Actions Admin Registry

General Details

Addresses **3**

Directors

Shareholders

Register of Controllers

Other Information

Filings

Addresses

Registered Office Address
Start Date: 04-Nov-2020
Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Show Historical Addresses

Note: The **Addresses** page will display the following information –

- Principal Place of Business
 - Secondary Place of Business (if available)
 - Click on the **Show Historical Addresses** button to display historical addresses (if available).
3. Click on the **Directors** section.

OCP – Viewing Company Details

The **Directors** page will be displayed.

Actions Admin Registry

- General Details
- Addresses
- Directors 4
- Shareholders
- Register of Controllers
- Other Information
- Filings

Directors

Individual

Identification Document IC-Yellow

Identification Document Number 01-048180

Date Of Birth 30-Jul-1991

Full Name Muhammad Daniel

Nationality Afghanistan

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Director

Telephone 673 2382238

Email nick.sipun+1111@gmail.com

Appointment Date 04-Nov-2020

Individual

Identification Document IC-Yellow

Identification Document Number 01-048181

Date Of Birth 14-Jun-1992

Full Name Muhammad Ashraf

Nationality Brunei Darussalam

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Finance Director

Telephone 673 8600697

Email nick.sipun@gmail.com

Appointment Date 04-Nov-2020

Individual

Identification Document IC-Yellow

Identification Document Number 01-011011

Date Of Birth 01-Jan-1990

Full Name User 1

Nationality Brunei Darussalam

Gender Male

Address 1, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam

Residential Address

Position Director

Telephone 673 8766666

Email nick.sipun@gmail.com

Appointment Date 05-Nov-2020

Show Historical Directors

Note:

- The **Director** page will display the information of the current directors.
- Click on the Show Historical Directors button to display historical directors (if available).

4. Click on the Shareholders section.

45

OCP – Viewing Company Details

The **Shareholders** page will be displayed.

The screenshot displays the 'Shareholders' page interface. On the left is a sidebar with navigation options: General Details, Addresses, Directors, Shareholders (highlighted in blue with a red '5' badge), Register of Controllers (highlighted with a red box), Other Information, and Filings. The main content area is titled 'Shareholders' and contains two individual profiles. Each profile lists personal and professional details. At the top right, there are 'Actions' buttons for 'Admin' and 'Registry'. A 'Show Historical Shareholders' button is located at the bottom of the main content area.

Shareholders	
Individual	Individual
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date Of Birth	30-Jul-1991
Full Name	Muhammad Daniel
Nationality	Afghanistan
Gender	Male
Address 1	Address 1
Residential Address	Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam
Position	Director
Telephone	673 2382238
Email	nick.sipun+1111@gmail.com
Appointment Date	04-Nov-2020

Identification Document	IC-Yellow
Identification Document Number	01-048181
Date Of Birth	14-Jun-1992
Full Name	Muhammad Ashraf
Nationality	Brunei Darussalam
Gender	Male
Address 1	Address 1
Residential Address	Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara BB1314, Brunei Darussalam
Position	Finance Director
Telephone	673 8600697
Email	nick.sipun@gmail.com
Appointment Date	04-Nov-2020

Note:

- The **Shareholders** page will display the information of the current shareholders.
 - Click on the **Show Historical Shareholders** button to display historical shareholders (if available).
5. Click on the **Shareholders** section.

OCP – Viewing Company Details

The **Register of Controllers** page will be displayed.

The screenshot shows a web interface for viewing company details. On the left is a navigation menu with items: General Details, Addresses, Directors, Shareholders, Register of Controllers (highlighted in blue with a red '6' in a red box), Other Information (highlighted with a red box), and Filings. The main content area is titled 'Register of Controllers' and shows 'Company Name 1 Sdn Bhd' with a blue 'RC0000011' button. Below this is a question: 'Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?' with radio buttons for 'Yes' (selected) and 'No'. A section titled 'Please select the type of company that you fall under:' contains five radio button options: (a) A company that is Brunei Darussalam financial institution; (b) A company that is wholly owned by the Government of Brunei Darussalam; (c) A company that is wholly owned by a statutory body established by or under any written law for a public purpose; (d) A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above; (e) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to: Regulatory disclosure requirements; and Requirements relating to adequate transparency in respect of its beneficial owners, Imposed through securities exchange rules, law or other enforceable means.

Note:

- The **Register of Controllers** page will display the information of the current register of controller information.

6. Click on the **Other Information** section.

OCP – Viewing Company Details

The **Other Information** page will be displayed.

Actions Admin Registry

General Details

Addresses

Directors

Shareholders

Register of Controllers

Other Information 7

Filings

Other Information

Company Name 1 Sdn Bhd RC00000011

Update Details

Business Sector Crop and animal production, hunting and related services activities

Business Sub Sector N/A

Business Sub Sector Details N/A

Complexity 3

Suppression Flag No

Company Telephone N/A

Company Email Address N/A

Base Period 31/12

Dormant No

Note: The **General Details** page will display the following information –

- Business Sector
 - Business Sub-Sector
 - Business Sub-Sector Details
 - Basic Period
 - Company Telephone
 - Dormant
 - Complexity
 - Suppression Flag
- Click on the **Update Details** button to update the details.
 - Updates can be made without any fee and approval requirement from ROCBN team
7. Click on the **Filings** section.

OCP – Viewing Company Details

The **Registry Filings** page will be displayed.

The screenshot displays the 'Registry Filings' page. On the left is a sidebar with navigation options: General Details, Addresses, Directors, Shareholders, Register of Controllers, Other Information, and Filings (highlighted in blue). The main content area is titled 'Registry Filings' and includes a table with the following data:

Filing Name	Submitted Date	Approved Date
Update Director	05-Nov-2020	05-Nov-2020
Incorporate a Private Company	04-Nov-2020	04-Nov-2020

At the top right of the main content area, there are 'Actions' buttons for 'Admin' and 'Registry'.

Note:

- The **Registry Filings** page will display the list of applications that have been submitted and paid.
- Click on the individual application to view the filing details.