



ONE•COMMON•PORTAL

## **User Guide**

### **Filing Annual Returns**

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# OCP – Filing Annual Returns

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## PURPOSE

This user guide acts as a reference for applicants who wish to:

- **File an Annual Return**
- **Request for an Extension of Time**

## 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](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Filing Annual Returns

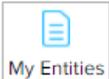
FILE ANNUAL RETURN	Applicant
	Online User

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' (Registered), 'Tuition School' (Registered), and 'Steamboat Chronicles' (Registered). 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' status for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing 'Approved' and 'Rejected' statuses for 'Abd Events' and 'Steamboat Chronicles'.
- Correspondence Details:** A section showing 'No Information Available' and '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 – Filing Annual Returns

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

The screenshot displays the 'General Details' page for a company. On the left is a navigation menu with 'General Details' selected. The main content area is divided into three sections: 'Company Status', 'Others', and 'Maintain Company'. The 'Registry' tab is active, and the 'Annual Return' option is highlighted with a red box. A red '2' in a box is positioned above the 'Registry' tab.

2

Actions Admin **Registry**

**General Details**

Addresses

Directors

Shareholders

Register of Controllers

Fillings

**General Details**

Company

Company Status

Incorporation

AGM Due Date

**Others**

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**Maintain Company**

**Annual Return**

Lodge General Form of Application to the Register

Change of Company Name

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

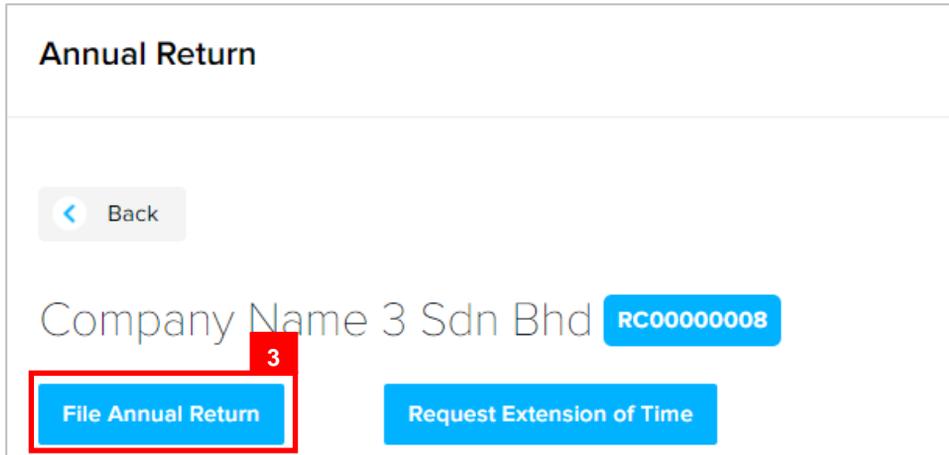
2. Click on the **Registry** **Annual Return** tab.

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## OCP – Filing Annual Returns

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The **Annual Return** page will be displayed.



The screenshot shows a web interface for filing an annual return. At the top, it says "Annual Return". Below that is a "Back" button with a left arrow. The company name "Company Name 3 Sdn Bhd" is displayed, followed by a blue button with the number "RC00000008". Below the company name, there are two blue buttons: "File Annual Return" and "Request Extension of Time". The "File Annual Return" button is highlighted with a red rectangular box, and a small red square with the number "3" is positioned above it.

3. Click on the **File Annual Return** button.

**Note:**

Under Section 109 of the Companies Act, a company must file their Annual Returns within 28 days from their Annual General Meeting (AGM).

A company's first AGM should be held within 18 months after incorporation. Subsequent AGM's should be held once every calendar year and should not be more than 15 months apart.

# OCP – Filing Annual Returns

The File Annual Return page will be displayed.

## File Annual Return

Company Name 3 Sdn Bhd **RC00000008**

**Annual Return for May 2022**  
If the details displayed are not correct, then save the annual return and use the relevant services to make the appropriate corrections. You must then return and complete this annual return.

**General Details** 4

Company Name 3 Sdn Bhd

Limited By **Shares**

Authorized Share Capital  
25000

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

Consent Required to use existing name **No**

Confirm General Details as Correct

**Address Details**

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

Confirm Address Details as Correct

**Directors**

<b>Individual</b>		<b>Individual</b>	
Full Name	Muhammad Daniel	Full Name	Muhammad Ashraf
Identification Document Number	01-048180	Identification Document Number	01-048181
Nationality	Afghanistan	Nationality	Brunei Darussalam
Gender	Male	Gender	Male
Date of Birth	30-Jul-1991	Date of Birth	14-Jun-1992
Business Occupation	Director	Business Occupation	Finance Director
Email	nick.sipun+1111@gmail.com	Email	nick.sipun@gmail.com
Telephones	673-2382238	Telephones	673-8600697

**Show Historical Directors**

Confirm Director Details as Correct

4. Review the company details and click on the following checkboxes:

Confirm General Details as Correct

Confirm Address Details as Correct

Confirm Director Details as Correct

Confirm Shareholder Details as Correct

# OCP – Filing Annual Returns

5. Enter the details for **AGM Date** as per the example below.

The screenshot shows a web form for filing annual returns. At the top, there are two fields: 'Date of Annual Return' with the value '06-Nov-2020' and 'Annual Return Month' with the value 'May'. Below these is the 'AGM Date \*' field, which is highlighted with a red box and a red '5' in the top right corner. The 'AGM Date \*' field contains the value '06-Nov-2020' and has a calendar icon on the right. Below the 'AGM Date \*' field is a section titled 'Documents to be uploaded' with a red '6' in the top right corner. This section contains two 'Choose Files' buttons. The first button is for 'Annual Return \*' and has a file preview showing 'Doc 1.png'. The second button is for 'Supporting Documents'. At the bottom right of the form, there is a 'Submit' button highlighted with a red box and a red '7' in the top right corner, and a 'Cancel' button next to it.

Field	Example
AGM Date	<i>Today's date</i>

6. Click on the **Choose Files** button to upload the required documents.

**Note:** Documents to be uploaded:-

- Annual Return : Mandatory for Public and Private company
- Audited Financial Statement : Mandatory for Public and Foreign company
- Corporate Governance Report : Mandatory for Public Company
- Balance Sheet : Mandatory for Foreign company
- Statutory Declaration : Mandatory for Foreign company

7. Click on the **Submit** button.

AGM Due Date will be updated.

(Next AGM Due Date = Previous AGM Due Date + 12 months)

# OCP – Requesting for Extension of Time

<b>REQUEST EXTENSION OF TIME FOR ANNUAL RETURNS</b>	<b>Applicant</b>
	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. The user's name, Muhammad Ashraf, is displayed 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, 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 payment and penalty information 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 – Requesting for Extension of Time

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

The screenshot displays the 'General Details' page for a company. On the left, there is a navigation menu with 'General Details' selected. The main content area is divided into three sections: 'Company Status', 'Others', and 'Maintain Company'. The 'Registry' tab is active, and the 'Annual Return' option is highlighted with a red box. A red '2' in a box is positioned above the 'Registry' tab.

General Details

Company Status

Company

Others

Maintain Company

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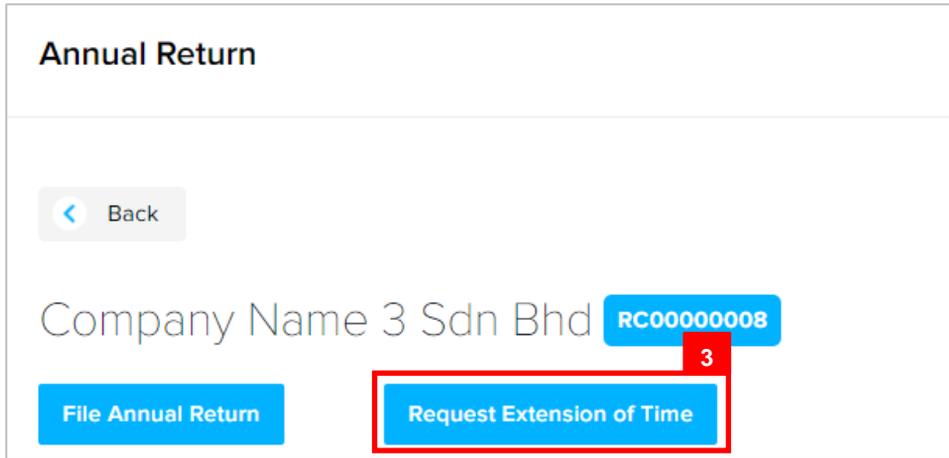
2. Click on the **Registry** **Annual Return** tab.

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## OCP – Requesting for Extension of Time

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The **Annual Return** page will be displayed.



The screenshot shows a web interface for the 'Annual Return' page. At the top, the title 'Annual Return' is displayed. Below the title is a 'Back' button with a left-pointing arrow. The main content area displays 'Company Name 3 Sdn Bhd' followed by a blue button containing the number 'RC00000008'. Below this, there are two blue buttons: 'File Annual Return' on the left and 'Request Extension of Time' on the right. The 'Request Extension of Time' button is highlighted with a red rectangular border, and a small red square with the number '3' is positioned above it, indicating the step number.

3. Click on the **Request Extension of Time** button.

# OCP – Requesting for Extension of Time

The **Request Extension of Time** page will be displayed.

Request Extension of Time

Company Name 2 Sdn Bhd [RC00000010](#)

Request Extension of Time for 2022

Original Due Date 04 May 2022

Next Extension Due Date 04 Aug 2022

Reason

Documents to be uploaded

Supporting Documents [Choose Files](#)

[Submit](#) Cancel

4. Enter the details for **Reason** field as per the example below.

Field	Example
Reason	Have not held AGM

5. Click on the [Choose Files](#) button to upload the required documents.

**Note:** Documents to be uploaded:-

- Annual Return : Mandatory for Public and Private company
- Audited Financial Statement : Mandatory for Public and Foreign company
- Corporate Governance Report : Mandatory for Public Company
- Balance Sheet : Mandatory for Foreign company
- Statutory Declaration : Mandatory for Foreign company

6. 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, **AGM Due Date** and **AR Due Date** will be updated.