



ONE•COMMON•PORTAL

**User Guide**  
**Update Address Details**

---

## OCP – Update Address Details

---

### PURPOSE

This user guide acts as a reference for updating Address Details of a Company 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 [info.rocbn@mofe.gov.bn](mailto:info.rocbn@mofe.gov.bn)

### Table of Content

Topics	Page
Update Address Details	<a href="#">142</a>

# OCP – Update Address Details

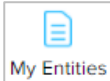
UPDATE ADDRESS DETAILS	Applicant
	Online User

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. 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 its status is 'Registered' with a red '1' next to it.
- 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 – Update Address Details

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

The screenshot shows the OCP 'General Details' page. At the top right, there are three tabs: 'Actions', 'Admin', and 'Registry'. The 'Registry' tab is highlighted with a red box and a red '2' in the top right corner. On the left side, there is a sidebar with 'General Details' selected. The main content area is divided into two sections: 'Others' and 'Maintain Company'. The 'Update Address Details' option in the 'Maintain Company' section is highlighted with a red box.

2. Click on the **Registry** **Update Address Details** tab.

## **Note:**

- The company must have a status of 'Registered' to update the company address.
- Change in Registered Office address must be lodged within 28 calendar days of the resolution date.

# OCP – Update Address Details

The **Update Address Details** page will be displayed.

Update Address Details

New Company Name 4 Sdn Bhd **RC00000009**

Effective Date: 14-Nov-2020

Registered Office Address

Address \* : Address 23

Postal Code \* : BB1314

Mukim \* : Berakas 'A'

Village \* : Kampong Lambak Kiri 'A'

District \* : Brunei Muara

Country \* : Brunei Darussalam

Save Clear

Resolution Date \* : 07-Nov-2020

Registered Office Address  
Effective Date: 01-Jan-0001  
Registered Office Address : Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam  
Change

3. Click on the **Change** button.

4. Update the details for **Update Address Details** page as per the example below.

Field	Example
Effective Date	<i>Future date</i>
Address	Address 23

5. Click on the **Save** button.

6. Update the details for **Resolution Date** field as per the example below.

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

# OCP – Update Address Details

The new, pending address will be displayed on the right side of the page.

New Company Name 4 Sdn Bhd **RC00000009**

Effective Date

**Registered Office Address**

Address \*

Postal Code \*

Mukim \*

Village \*

District \*

Country \*

**Add Address** Clear

1 Registered Office Address  
Effective Date: 01-Jan-0001  
Registered Office Address : Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam **Change**

2 Pending Registered Office Address  
Effective Date: 07-Nov-2020  
Pending Registered Office Address : Address 23, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam **Edit Delete**

Resolution Date \*

**Documents to be uploaded**

Notice of change of registered office \*  **Choose Files**

Notice of Situation ?  **Choose Files**

Resolution \*  **Choose Files**

Supporting Documents  **Choose Files**

**Submit** Cancel

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

8. 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, **Address Details** will be updated.