



ONE•COMMON•PORTAL

## **User Guide**

### **Update Director Details**

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## OCP – Update Director Details

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### PURPOSE

This user guide acts as a reference for the update a Director(s) details 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)

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# OCP – Update Director Details


UPDATE DIRECTOR 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 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'.

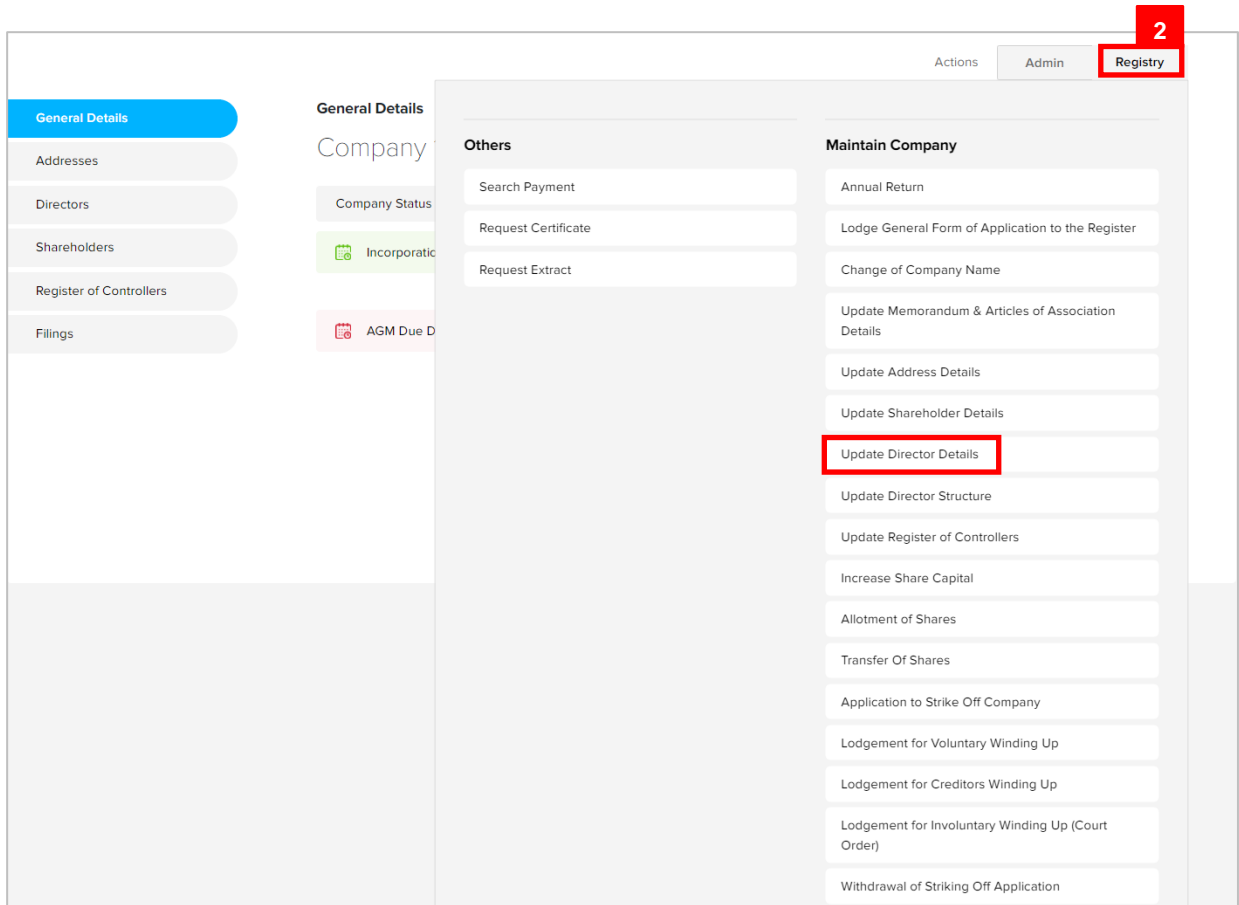
Registered company will be displayed under the **My Entities** section or by clicking on

the  icon.

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

# OCP – Update Director Details

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



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

**Note:**

- The company must have a status of 'Registered' to update directors' details.

# OCP – Update Director Details

The Update Director Details page will be displayed.

### Update Director Details

New Company Name 4 Sdn Bhd **RC00000009**

Identification Document \* IC-Yellow

Identification Document Number \* 01-048180

Date of Birth \* 30-Jul-1991

Full Name \* Muhammad Daniel

Nationality \* Afghanistan

Gender \*  Male  Female

Address \* Address 1

Postal Code \* BB1314

Mukim \* Berakas 'A'

Village \* Kampong Lambak Kiri 'A'

District \* Brunei Muara

Country \* Brunei Darussalam

Business Occupation \* Director

Telephone \* Country \* Number \*  
673 8148187

Add

Email \* nick.sipun+1111@gmail.com

Appointment Date \* 04-Nov-2024

Save clear

Resolution Date \* DD-MMM-YYYY

**Documents to be uploaded**

List of Directors (Form X) \*

List of Directors (Form IV (F)) \*

Director ID Evidence \*

### Added Directors

- |                                |  |
|--------------------------------|--|
| Full Name                      | Muhammad Daniel  |
| Identification Document        | IC-Yellow  |
| Identification Document Number | 01-048180  |
| Date of Birth                  | 30-Jul-1991  |
| Gender                         | Male   |
| Nationality                    | Afghanistan  |
| Address                        | Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam |
| Business Occupation            | Director   |
| Telephone                      | 673 2382238  |
| Email                          | nick.sipun+1111@gmail.com  |
- |                                |  |
|--------------------------------|--|
| Full Name                      | Dk Sarbanun  |
| Identification Document        | IC-Yellow  |
| Identification Document Number | 01-011014  |
| Date of Birth                  | 01-Jan-1990  |
| Gender                         | Male   |
| Nationality                    | Afghanistan  |
| Address                        | Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam |
| Business Occupation            | Director   |
| Telephone                      | 673 2382238  |
| Email                          | nick.sipun+1111@gmail.com  |

## OCP – Update Director Details

3. Click on the  button.

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

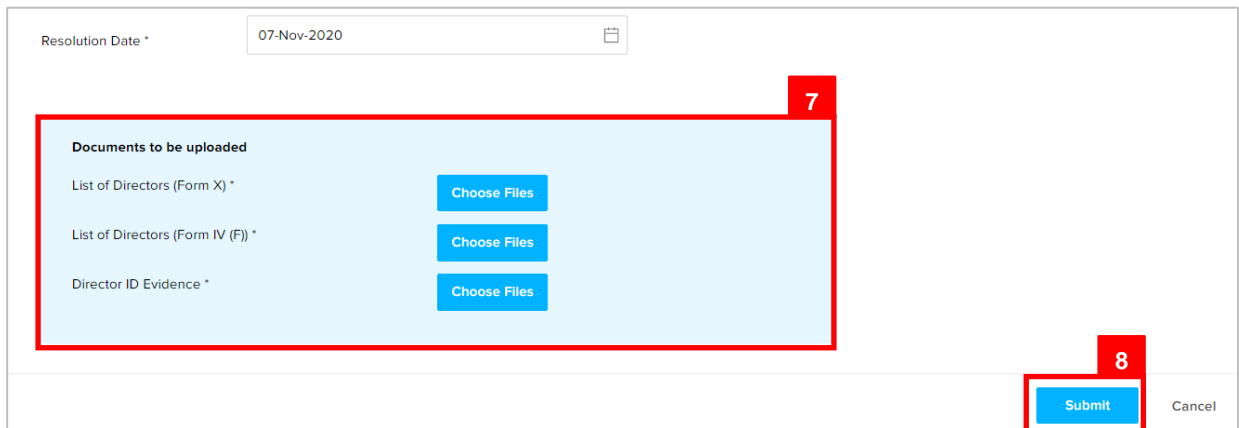
Field	Example
Telephone Number	8148187

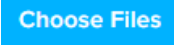
5. Click on the  button.

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

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

The updated directors' details will be displayed on the right side of the page.



7. Click on the  button to upload the required documents (Form X for Public/Private Company ; Form IV (F) for branch of foreign company).

8. Click on the  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, **Directors' Details** will be updated.