



ONE•COMMON•PORTAL

User Guide

Update Shareholder Details

OCP – Update Shareholder Details

PURPOSE

This user guide acts as a reference for the update of Shareholder 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

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OCP – Update Shareholder Details

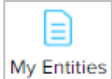
UPDATE SHAREHOLDER DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard interface. The top navigation bar includes the OCP logo, the Ministry of Finance and Economy logo, and a user profile dropdown for Muhammad Ashraf. 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 box with the number '1' is placed over its 'Registered' status.
- Unfinished Businesses:** A card showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A card showing an approved application for 'Abd Events' and a rejected application for 'Steamboat Chronicles'.
- Correspondence Details:** A card showing no information available.
- Payment:** A card showing a payment of 30 BND for 'Super Kids Toys'.
- Penalty:** A card showing a penalty of 30 BND for '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**.

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

The screenshot shows the 'General Details' page for a company. On the left is a navigation menu with 'General Details' selected. The main content area has three tabs: 'Actions', 'Admin', and 'Registry', with 'Registry' being the active tab. Below the tabs, there are three columns: 'Company Status' (with 'Incorporated' and 'AGM Due D' items), 'Others' (with 'Search Payment', 'Request Certificate', and 'Request Extract' buttons), and 'Maintain Company' (with a list of actions including 'Update Shareholder Details', which is highlighted with a red box).

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

Note:

- The company must have a status of 'Registered' to update active shareholders' details (excluding Number of Shares).
- The company must be a local (Public or Private) company.
- Shareholder must not be bankrupt.

OCP – Update Shareholder Details

The Update Shareholder Details page will be displayed.

Update Shareholder Details

New Company Name 4 Sdn Bhd RC0000009

Total Number of shares 25000

Shareholder Type *

[Add me as Shareholder](#)

Identification Document Number *

Date of Birth *

Full Name *

Nationality *

Gender * Male Female

Residential Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Occupation *

Telephone *

Email *

Number of Shares *

Appointment Date *

Added Shareholders

1 **Individual**

Full Name	Muhammad Daniel
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
Occupation	Director
Telephone	673 2382238
Number of Shares	6000

2 **Individual**

Full Name	Dk Sarbanun
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
Occupation	Director
Telephone	673 2382238
Number of Shares	4000

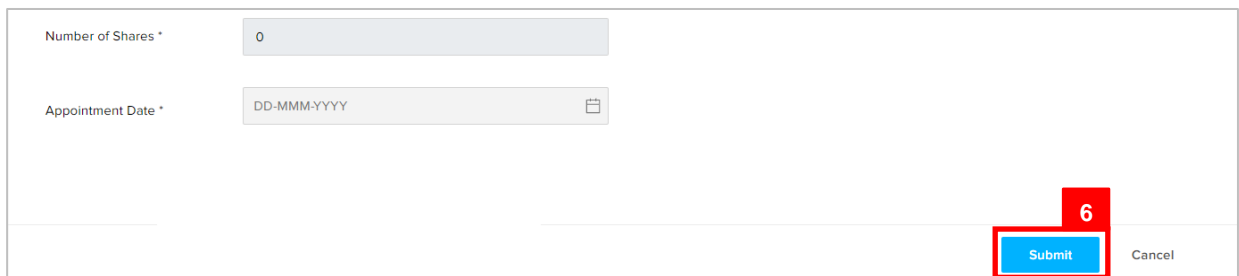
OCP – Update Shareholder Details

- Click on the  button.
- Update the details for **Update Shareholder Details** page as per the example below.


Field	Example
Telephone Number	8148187



- Click on the  button.

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



Number of Shares *

Appointment Date * 

- 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, **Shareholder Details** will be updated.