



ONE•COMMON•PORTAL

User Guide

Update Memorandum and Articles of Association

OCP – Update Memorandum and Articles of Association

PURPOSE

This user guide acts as a reference for updating the Memorandum and Articles of Association 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

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UPDATE MEMORANDUM & ARTICLES OF ASSOCIATION OF DETAILS

Applicant

Online User

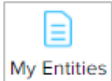
Navigate to the OCP dashboard.

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. On the left, there is a sidebar with navigation icons for Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, and Help. The 'My Entities' icon is highlighted with a red box. The 'My Entities' section displays a table with the following data:

Registration No	Name	User Role	Status
P0000027	Abd Events	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	Registered
P0000025	Steamboat Chronicles	BusinessOwner	Registered

The 'Steamboat Chronicles' row is highlighted with a red box. Below the table, there is a 'View All' button. The 'Unfinished Businesses' section shows a 'Draft' status for 'Station 103' with 05 days remaining. The 'Finished Businesses' section shows 'Approved' and 'Rejected' statuses for 'Abd Events' and 'Steamboat Chronicles'. The 'Correspondence Details' section shows '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**.

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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 of options. The 'Others' column includes 'Search Payment', 'Request Certificate', and 'Request Extract'. The 'Maintain Company' column includes '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)', and 'Withdrawal of Striking Off Application'. The 'Update Memorandum & Articles of Association Details' option is highlighted with a red box.

2. Click on the **Registry** **Update Memorandum & Articles of Association Details** tab.

Note: The company must have a status of 'Registered' to update the Memorandum and Articles of Association details.

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The **Update Memorandum and Articles of Association Details** page will be displayed.

Update Memorandum and Articles of Association Details

New Company Name 4 Sdn Bhd RC00000009 3

Constitution

Own Memorandum of Associations ? Yes No

Own Articles of Association ? Yes No

Court Order Date * 07-Nov-2020

Business Sector * 01 - Crop and animal production, hunting and related s

Documents to be uploaded

Revised Company Memorandum and Articles of Association * Choose Files

Court Order * Choose Files

Resolution * Choose Files

Submit 5 Cancel

3. Enter the details for **Update Memorandum and Articles of Association Details** page as per the example below.

Field	Example
Own Memorandum of Associations	Yes
Own Articles of Association	Yes
Court Date	<i>Today's date</i>
Business Sector	01 – Crop and animal production, hunting and related services activities

4. Click on the **Choose Files** button to upload the **Resolution**.

5. 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, **Memorandum and Articles of Association Details** will be updated.