



ONE•COMMON•PORTAL

User Guide

Update Authorised Agents

OCP – Update Authorised Agents

PURPOSE

This user guide acts as a reference for updating Authorised Agents of a Foreign 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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OCP – Update Authorised Agents

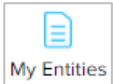
UPDATE AUTHORISED AGENTS	Applicant
	Online User

Navigate to the OCP dashboard.

The screenshot displays the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the OCP Portal version (V 0.4.0 Alpha). A user profile for Muhammad Ashraf is visible 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 entity 'Steamboot Chronicles' (Registration No: P0000025) is highlighted with a red box and a red '1' in the top right corner.
- Unfinished Businesses:** A section showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing approved and rejected applications, including 'Abd Events' and 'Steamboot Chronicles'.
- Correspondence Details:** A section showing payment and penalty information, including 'Super Kids Toys' and 'ABC Computer Services'.

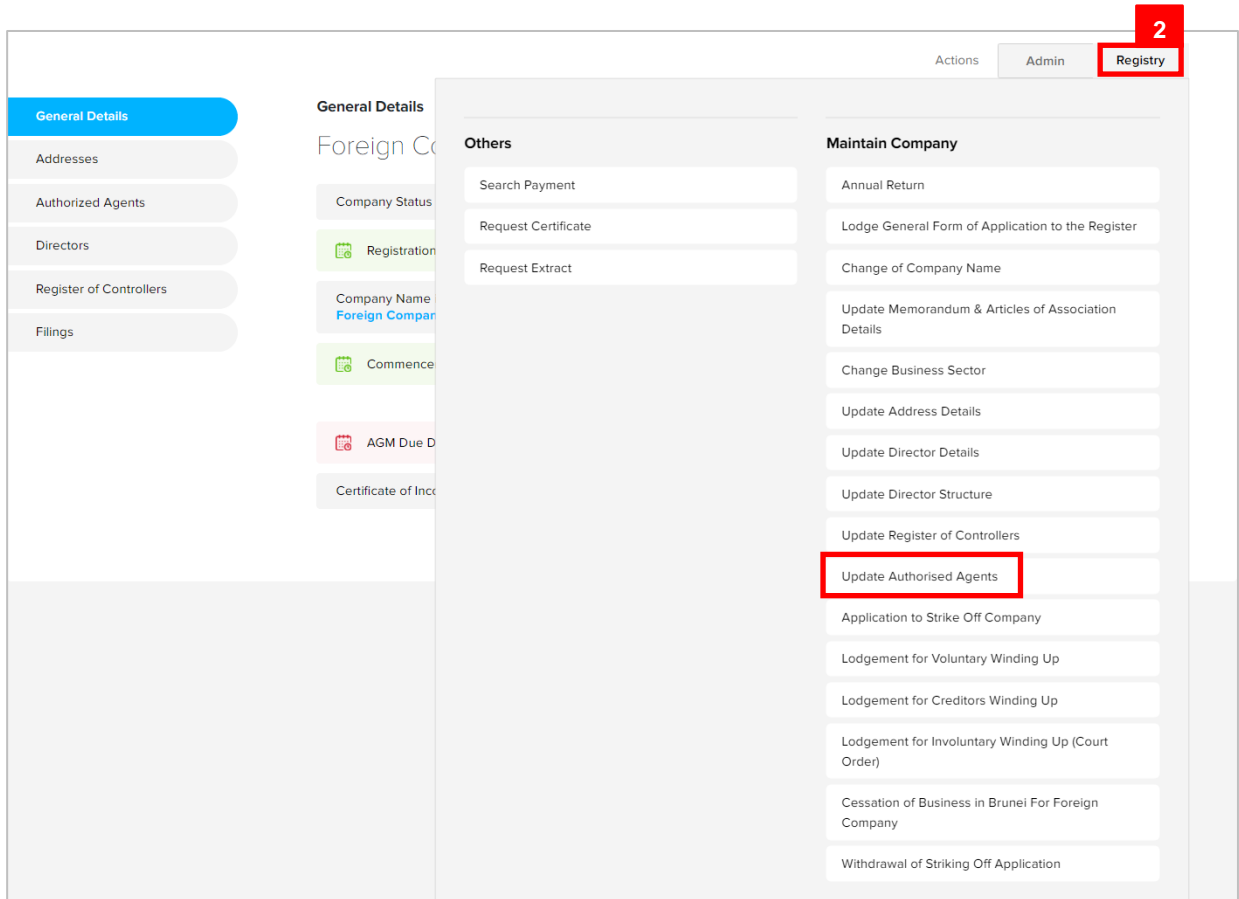
Registered company will be displayed under the **My Entities** section or by clicking on

the  icon.

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

OCP – Update Authorised Agents

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



2. Click on the **Registry** **Update Authorised Agents** tab.

Note:

- The company is a foreign company.
- The company has a status of 'Registered'.
- At least 2 person/agents must be maintained at all times.
- There is no limit to the number of persons /agents which can be added.
- Must be an individual.
- Address must be in Brunei.

OCP – Update Authorised Agents

The Update Authorised Agents for Foreign Company page will be displayed.

Update Authorised Agents for Foreign Company

Foreign Company 01 RFC00000004 3

Authorised Agents

Identification Document * IC-Yellow

Identification Document Number * 01-048187

Date of Birth * 24-Apr-1995

Full Name * Muhammad Noah

Nationality * Brunei Darussalam

Gender * Male Female

Address * Address 1

Postal Code * BB1314

Mukim * Berakas A

Village * Kampong Lambak A

District * Brunei Muara

Country * Brunei Darussalam

Position * Local Agent

Country Represented * Malaysia

Telephone * Country * 673 Number * 8122344

Email * muhd.noah@gmail.com

Appointment Date * 12-Nov-2020 4

Added Authorised Agents

1

Full Name	Muhammad Daniel
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date of Birth	30-Jul-1991
Gender	Male
Nationality	Brunei Darussalam
Address	Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Position	Local Agent
Telephone	673 8600697
Email	nicksipun@gmail.com
Country Represented	Malaysia

2

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Gender	Male
Nationality	Brunei Darussalam
Address	Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Position	Local Agent
Telephone	673 8122222
Email	nicksipun@gmail.com
Country Represented	Malaysia

Date of Alteration * DD-MMM-YYYY

Documents to be uploaded

Memorandum of Appointment or Power of Attorney *

OCP – Update Authorised Agents

Add a third authorized agent for the foreign company.

3. Enter the details for **Authorised Agents** field as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01-048187
Date of Birth		24-Apr-1995
Full Name		Muhammad Noah
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		Address 1
Postal Code		BB1314
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Berakas A
Village		Kg Lambak Kiri A
District		Brunei Muara
Country		Brunei Darussalam
Position		Local Agent
Country Represented		Malaysia
Telephone	Country Code	+673
	Number	8122344
Email		muhd.noah@gmail.com

4. Click on the **Add Authorised Agents** button.

OCP – Update Authorised Agents

Note: When entering the details for **Identification Document Number** and **Date of Birth**, there will be **IC Number Validation with Immigration**.

IC Number Validation with Immigration

Your ICN : 01 [REDACTED] and Date of Birth : 30-Jul-1991 will be validated.
This may take few minutes.
Do you want to continue?

Click on the button to proceed.

OCP – Update Authorised Agents

The newly appointed authorized agent will be displayed on the right side of the page.

Update Authorised Agents for Foreign Company

Foreign Company 01 RFC00000004

Authorised Agents

Identification Document *

Identification Document Number *

Date of Birth *

Full Name *

Nationality *

Gender * Male Female

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Position *

Country Represented *

Telephone *

Email *

Appointment Date *

Cease Date *

Added Authorised Agents

- Full Name: Muhammad Daniel
Identification Document: IC-Yellow
Identification Document Number: 01-048180
Date of Birth: 30-Jul-1991
Gender: Male
Nationality: Brunei Darussalam
Address: Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Position: Local Agent
Telephone: 673 8600697
Email: nick.sipun@gmail.com
Country Represented: Malaysia
- Full Name: Muhammad Ashraf
Identification Document: IC-Yellow
Identification Document Number: 01-048181
Date of Birth: 14-Jun-1992
Gender: Male
Nationality: Brunei Darussalam
Address: Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Position: Local Agent
Telephone: 673 8122222
Email: nick.sipun@gmail.com
Country Represented: Malaysia
- Full Name: Muhammad Noah
Identification Document: IC-Yellow
Identification Document Number: 01-048187
Date of Birth: 24-Apr-1995
Gender: Male
Nationality: Brunei Darussalam
Address: Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam
Position: Local Agent
Telephone: 673 8122223
Email: nick.sipun@gmail.com
Country Represented: Malaysia


Date of Alteration *

Documents to be uploaded

Memorandum of Appointment or Power of Attorney *


OCP – Update Authorised Agents

Cease an existing authorized agent.

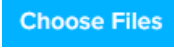

- Click on the  button.
- Update the the **Cease Date** field as per the example below.

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

Note: Authorized agent can only be ceased if minimum active authorized agent number remains 2 after ceasing an agent.

- Click on the  button.
- Enter the details for the **Date of Alteration** field as per the example below.

Field	Example
Date of Alteration	<i>Today's date</i>

- Click on the  button to upload the required documents
- 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, **Authorised Agents** will be updated.