



ONE•COMMON•PORTAL

User Guide
Transfer of Shares

OCP – Transfer of Shares

PURPOSE

This user guide acts as a reference for the Transfer of Shares 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

Table of Content

Topics	Page
Transfer of Shares	4

OCP – Transfer of Shares

TRANSFER OF SHARES	Applicant
	Online User

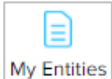
User can transfer a company's shares from one shareholder to another.

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard interface. The top navigation bar includes the OCP logo and a user profile dropdown. 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 'Steamboat Chronicles' (Registration No: P0000025) is highlighted with a red box. A red box also highlights the 'My Entities' icon in the left sidebar.
- 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.

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

the  icon.

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

OCP – Transfer of Shares

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

The screenshot displays the 'General Details' page for a company. On the left, a sidebar contains navigation options: 'General Details' (highlighted in blue), 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Filings'. The main content area is titled 'General Details' and 'Company'. It features a 'Company Status' section with 'Incorporated' and 'AGM Due D' (Annual General Meeting Due Date) indicators. The 'Others' section includes 'Search Payment', 'Request Certificate', and 'Request Extract'. The 'Maintain Company' section lists various actions, with 'Transfer Of Shares' highlighted by a red box. At the top right, there are tabs for 'Actions', 'Admin', and 'Registry', with 'Registry' also highlighted by a red box and a red '2' in the top right corner of the page.

2. Click on the **Registry** **Transfer Of Shares** tab.

Note:

- The company must be a local (Public or Private) company.
- The company has a status of 'Registered'.
- The total number of shares transferred must not change the total number of allotted shares.
- Shareholder's number of shares will set to 0 when shareholder has been ceased.

OCP – Transfer of Shares

The **Transfer of Shares** page will be displayed.

Transfer shares from Shareholder 2 to Shareholder 1.

Transfer of Shares

Company Name 012 Sdn Bhd RC00000027

Total Number of shares 25000
Total Shares Issued 10000

Shareholder Type * Individual

Select from list of Directors

[Add me as Shareholder](#)

Identification Document * IC-Yellow

Identification Document Number * 01-048180

Date of Birth * 30-Jul-1991

Full Name * Muhammad Daniel

Nationality * Brunei Darussalam

Gender * Male Female

Residential Address

Address * Address 1

Postal Code * BB1314

Mukim * Berakas 'A'

Village * Kampong Lambak Kiri 'A'

District * Brunei Muara

Country * Brunei Darussalam

Occupation * Director

Telephone * Country * Number * 673 8777777

Email * nick.sipun@gmail.com

Number of Shares * 7000

Appointment Date * 07-Nov-2024

Added Shareholders


1 **Individual**

Full Name Muhammad Daniel
Identification Document Number 01-048180
Date of Birth 30-Jul-1991
Gender Male
Nationality Brunei Darussalam
Address Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation Director
Telephone 673 8777777
Number of Shares 5000

2 **Individual**

Full Name User 12
Identification Document Number 01-011022
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 8600697
Number of Shares 5000

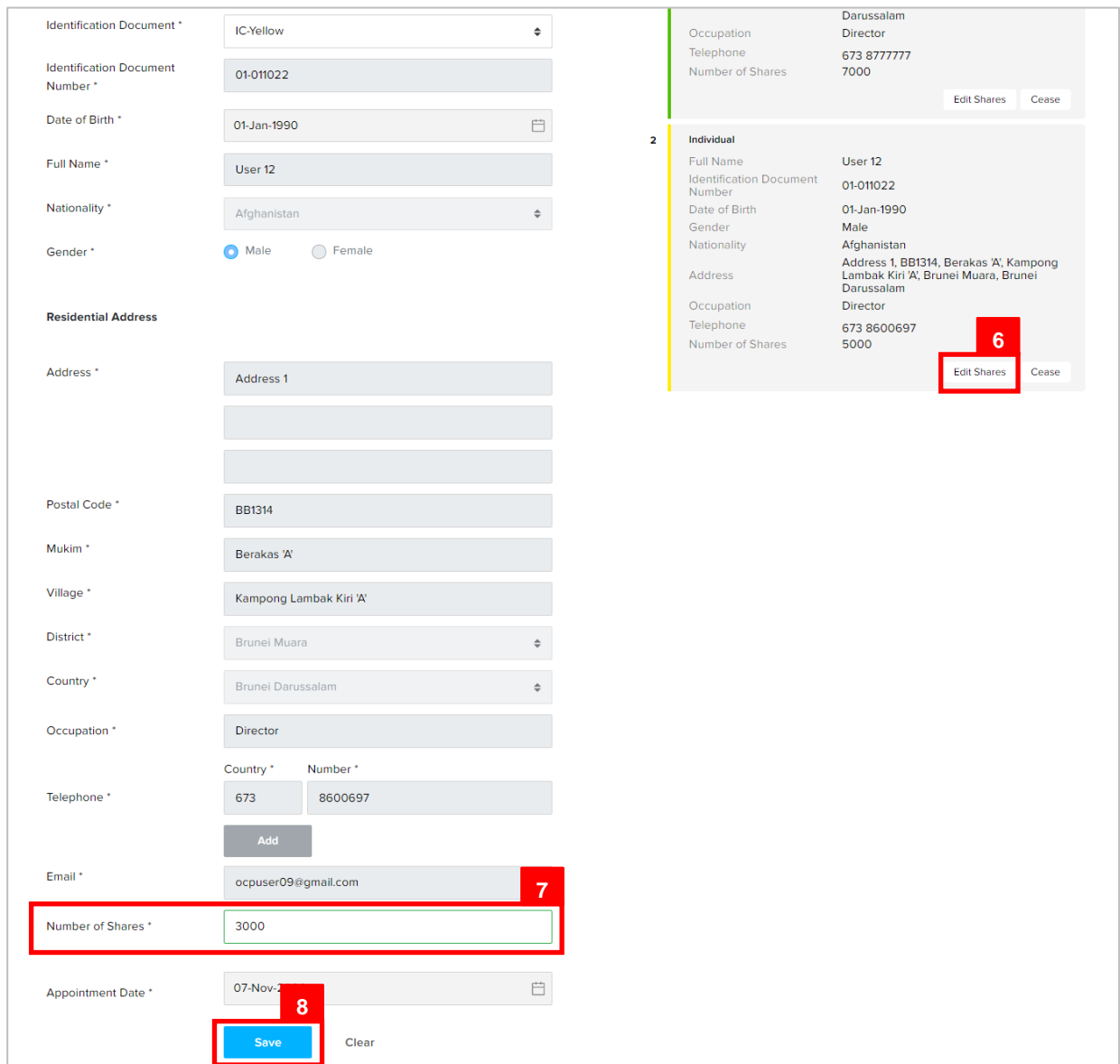
OCP – Transfer of Shares

3. Click on the  button to increase shares of **Shareholder 1**.
4. Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	7000

5. Click on the  button.

The updated shareholder 1 will be displayed on the right of the page.



The screenshot displays the 'Edit Shares' form for a shareholder. The form is divided into two main sections: the left section for editing the shareholder's details and the right section for viewing the shareholder's profile.


Left Section (Edit Shares Form):

- Identification Document: IC-Yellow
- Identification Document Number: 01-011022
- Date of Birth: 01-Jan-1990
- Full Name: User 12
- Nationality: Afghanistan
- Gender: Male
- Residential Address: Address 1
- Postal Code: BB1314
- Mukim: Berakas 'A'
- Village: Kampong Lambak Kiri 'A'
- District: Brunei Muara
- Country: Brunei Darussalam
- Occupation: Director
- Telephone: 673 8600697
- Email: ocpuser09@gmail.com
- Number of Shares: 3000** (highlighted in red)
- Appointment Date: 07-Nov-2024
- Save** button (highlighted in red)

Right Section (Shareholder Profile):

- Occupation: Darussalam Director
- Telephone: 673 8777777
- Number of Shares: 7000
- 2** Individual
- Full Name: User 12
- Identification Document Number: 01-011022
- 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 8600697
- Number of Shares: 5000
- 6** Edit Shares Cease


OCP – Transfer of Shares

- Click on the  button to decrease shares of **Shareholder 2**. (to ensure that total number of allotted shares remains unchanged)
- Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	3000

- Click on the  button.

The updated shareholder 2 will be displayed on the right of the page.

Company Name 012 Sdn Bhd 

Total Number of shares: 25000
Total Shares Issued: 10000

Shareholder Type *

Select from list of Directors

[Add me as Shareholder](#)

Identification Document *

Identification Document Number *

Date of Birth *

Full Name *

Nationality *

Gender *
 Male Female

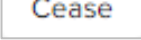
Residential Address
Address *

Added Shareholders

1 **Individual**
Full Name: Muhammad Daniel
Identification Document Number: 01-048180
Date of Birth: 30-Jul-1991
Gender: Male
Nationality: Brunei Darussalam
Address: Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam
Occupation: Director
Telephone: 673 8777777
Number of Shares: 5000
[Edit Shares](#) [Cease](#)

2 **Individual**
Full Name: User 12
Identification Document Number: 01-011022
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 8600697
Number of Shares: 5000
[Edit Shares](#) [Cease](#)

Note:

- To cease a shareholder, click on the  button and enter the **Retirement Date**.
- Shareholder's number of shares will set to 0 when shareholder has been ceased.
- The ceased shareholder's number of shares must be transferred to an existing shareholder or to a new shareholder.

OCP – Transfer of Shares

After shares have been transferred, **Date of Transfer** can be filled.

The screenshot shows a web form for transferring shares. A red box labeled '9' highlights the 'Date of Transfer' field, which contains the text '07-Nov-2020'. Another red box labeled '10' highlights the 'Documents to be uploaded' section, which includes three rows: 'ID Evidence *' with a 'Choose Files' button, 'Resolution *' with a 'Choose Files' button, and 'Instrument of Transfer *' with a 'Choose Files' button. A third red box labeled '11' highlights the 'Submit' button at the bottom right of the form, next to a 'Cancel' button.

9. Update the **Date of Allotment** field as per the example below.

Field	Example
Date of Transfer	Today's date

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

11. 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, shareholder's number of shares will be updated.