

# User Guide Increase Share Capital

## **OCP – Increase Share Capital**

## **PURPOSE**

This user guide acts as a reference for Increasing Share Capital of a Company in the One Common Portal.

### **GLOSSARY**

The following acronyms are used frequently:

Term	Meaning	
ОСР	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 <a href="mailto:info.rocbn@mofe.gov.bn">info.rocbn@mofe.gov.bn</a>

## **OCP – Increase Share Capital**

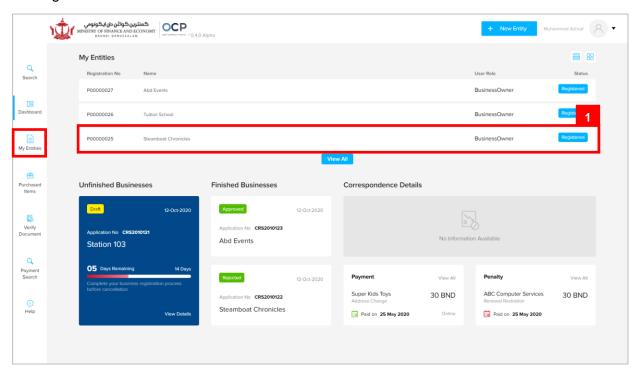
## **Table of Content**

Topics	Page
Increase Share of Capital	4

## **OCP - Increase Share Capital**

## INCREASE SHARE CAPITAL Applicant Online User

Navigate to the OCP dashboard.



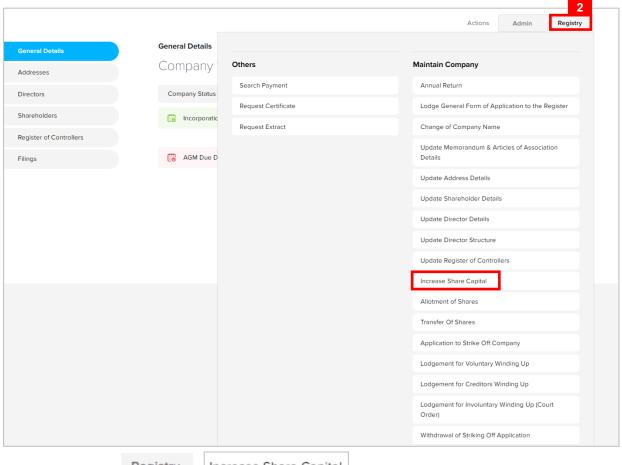
Registered company will be displayed under the My Entities section or by clicking on



1. Click on a registered Company Name.

## **OCP - Increase Share Capital**

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



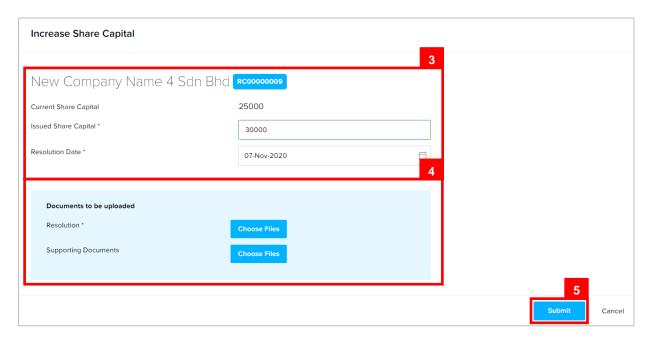
2. Click on the Registry Increase Share Capital tab.

#### Note:

- The company must be a local (Public or Private) company.
- · The company has a status of 'Registered'.

## **OCP - Increase Share Capital**

The Increase Share Capital page will be displayed.



3. Update the **Increase Share Capital** page as per the example below.

Field	Example
Issued Share Capital	30000
Resolution Date	Today's date

- 4. Click on the Choose Files button to upload the required documents.
- 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, Share Capital details will be updated.