



ONE•COMMON•PORTAL

**User Guide**  
**Lodgement for Creditors**  
**Winding Up**

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# OCP – Lodgement of Creditors Winding Up

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## PURPOSE

This user guide acts as a reference for the Lodgement of Creditors Winding Up 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](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Lodgement of Creditors Winding Up


<b>LODGEMENT FOR CREDITORS WINDING UP</b>	<b>Applicant</b>
	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:

- 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 '1' is placed next to its 'Registered' status.
- 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 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**.

# OCP – Lodgement of Creditors Winding Up

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 includes a 'Company' header. Below this, there are sections for 'Company Status' (with 'Incorporated' and 'AGM Due D' indicators) and 'Others' (with 'Search Payment', 'Request Certificate', and 'Request Extract' buttons). The 'Maintain Company' section on the right lists various actions, with 'Lodgement for Creditors Winding Up' highlighted by a red box. A red box with the number '2' is positioned in the top right corner of the page, indicating the step number.

2. Click on the **Registry** **Lodgement for Creditors Winding Up** tab.

## **Note:**

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

# OCP – Lodgement of Creditors Winding Up

The **Lodgement for Creditors Winding Up** page will be displayed.

The screenshot shows the 'Lodgement for Creditors Winding Up' page. A red box labeled '3' highlights the top section containing the following fields: 'Company Name 012 Sdn Bhd' with a dropdown menu showing 'RC00000027', 'Company Status' set to 'Registered', and 'Dissolution Date' set to '07-Nov-2020'. A second red box labeled '4' highlights the 'Documents to be uploaded' section, which lists five categories: 'Court Order \*', 'Application to Wind Up \*', 'Copy of Affidavit \*', 'Copy of Petition \*', and 'Supporting Documents', each with a 'Choose Files' button. A third red box labeled '5' highlights the 'Submit' button at the bottom right of the page, next to a 'Cancel' button.

3. Enter the details for **Lodgement for Creditors Winding Up** page as per the example below.

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

4. Click on the **Choose Files** button to upload the required documents.
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, entity status will be updated to **'Undergoing Dissolution (Creditor Winding Up)**.