



ONE•COMMON•PORTAL

**User Guide
Granting Authority to
Employees and/or Tax Agents**

OCP – Granting Authority to Employees / Tax Agents

PURPOSE

This user guide acts as a reference for steps to navigate through the One Common Portal (OCP) to grant authority to an employee(s) of a company and/or a tax agent in OCP.

FURTHER ASSISTANCE

For any inquiries, please contact +673-2383933 or email revenue@mofe.gov.bn

Operating Hours:

Mondays to Thursdays: 8.30am – 12.30pm and 1.30pm - 3.30pm

Saturdays: 8.30am – 12.30pm and 1.30pm - 3.30pm

Closed on Fridays, Sundays, and Public Holidays

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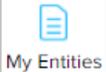
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GRANTING AUTHORITY	Online User
	Director

Login to your OCP account. Once logged in, the OCP dashboard will be shown.

The screenshot shows the OCP dashboard with the following sections:

- My Entities 4**: A table with columns: Registration No, Name, User Role, User Role Expiry Date, Entity Type, Status. The row for 'Sunflower SDN BHD' (Registration No: RC30000151) is highlighted with a red border and has a 'Registered' status button. A red '1' is next to this button.
- Unfinished Businesses 6**: A list of tasks such as 'Register a Business Name', 'Change Business Name Details', etc.
- Overdue Submissions 1**: A list of tasks such as 'Incorporate a Public Company'.
- Correspondences 6**: A list of tasks such as 'Incorporate a Private Company'.
- Pending Payments 1**: A list of tasks such as 'Incorporate a Private Company'.

List of registered entities will be displayed under the **My Entities** section or by clicking on the  icon.

1. Click on the **Company Name** for which you intend to grant authority under.

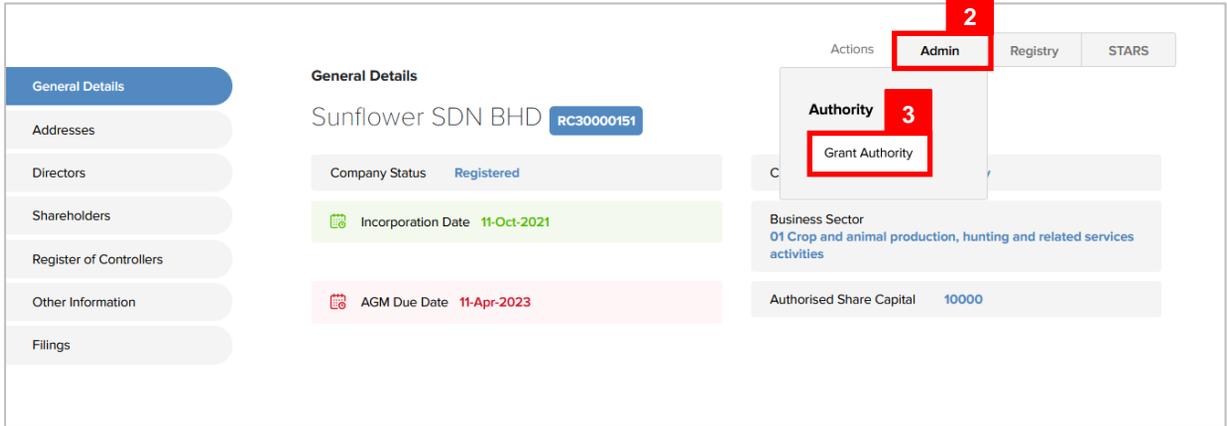
Note:

To grant authority, the Director must have an OCP Account. Once logged in, the Director will be able to view the company in their dashboard under the **My Entities** section. Select the Company under which authority is to be granted, click on the **Admin** button (as per next page of this guide), followed by **Grant Authority**, fill in the relevant details and click **Submit**.

Authority granted to an employee or tax agent will be set to expire on 30th September annually.

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



2. Navigate to [Admin](#)

3. Click on [Grant Authority](#)

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The **View Authority** page will be displayed.

View Authority

Enter Identifier Number here... Search **Add Authority** 4

Name	Identifier Number	Account Type	Position	Edit	Remove
Muhammad Daniel	01179479	Individual	Employee		
		Individual	Director		
		Individual	Director		

4. Click on **Add Authority**

The **Add Authority** page will be displayed when you scroll down.

Add Authority

Sunflower SDN BHD RC30000151 5

Account Type Individual Organisation

Type * Foreign Passport

Identification Document Number * 01739968

Date of Birth * 14-May-1994

Name * Muhammad Daniel

Position * Employee

Email * ocpuser05@gmail.com

Security Roles * Tax Services

Start Date * 12-Oct-2021

End Date 14-Oct-2021

Add Role 6 Discard **Submit** 7 Cancel

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5. Enter the details for **Authority** page as per the example below.

Field	Example
Account Type	Individual
Type	Brunei IC
Identification Document Number	01-179479
Date of Birth	14-May-1994
Full Name	Muhammad Daniel
	<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>
Position	Employee
Email	ocpuser05@gmail.com
Security Roles	Tax Services
Start Date	11-Oct-2021
End Date	12-Nov-2021

Note:

- If the employee / agent that is to be granted authority has not registered for an OCP account, a message will appear, indicating that the employee / agent will be notified to register.

Account Type Individual Organisation

Type *

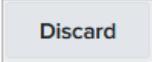
Identification Document Number *

Identification Document Number is not found in our system, please enter the email address to invite user to register an account in One Common Portal.

- If the employee / agent that is to be granted authority already has an OCP account, the **Email** field will be auto populated.

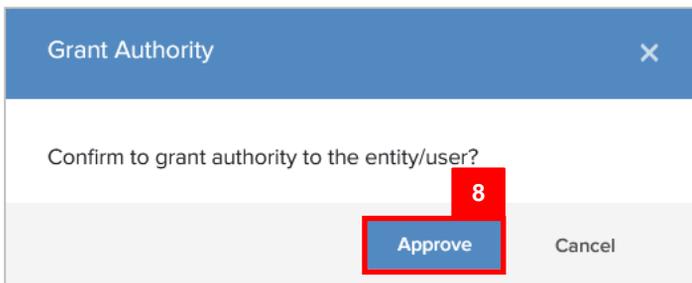
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- For **Security Role**: CRS Agent, **End Date** is not required.
- For **Security Role**: Tax Agent:-
 - **End Date** is Mandatory, 30th September annually.

6. Click on the  button, or  to discard / cancel the details

7. Click on the  button.

8. Click on the  button.



Authority will be granted to the employee/agent.

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The employee / agent that was granted authority will receive an email.



كمنترين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Dear Sir/Madam,

A request for CRSAgent authority over Company Name 011 Sdn Bhd RC00000027 was granted to Ziqah Ariffin by on 12-11-2020.

You may register a user account if you don't have an account yet.

Please notify Registry of Companies & Business Names if you feel authority should not have been granted.

Yours faithfully,

FOR REGISTRAR OF Private Company
Ministry of Finance and Economy,
Brunei Darussalam

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Please do not reply to this email.
Emails sent to this address will not be answered.

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EDIT AUTHORITY	Online User
	Director

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard with a sidebar on the left containing navigation options like Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, Finished Businesses, and Help. The main content area features a 'Second Reminder' banner, a 'My Entities' table, and sections for 'Unfinished Businesses', 'Overdue Submissions', 'Correspondences', and 'Pending Payments'. The 'My Entities' table has the following data:

Registration No	Name	User Role	User Role Expiry Date	Entity Type	Status
RFC3000007	BAGZZZ BHD	Agent	N/A	Foreign Branch	Not Compliant
RC30000151	Sunflower SDN BHD	Director	N/A	Private Company	Registered

Registered business name / company will be displayed under the **My Entities** section.

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

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

The screenshot shows the 'General Details' page for Sunflower SDN BHD (RC30000151). The page includes a sidebar with navigation options like General Details, Addresses, Directors, Shareholders, Register of Controllers, Other Information, and Filings. The main content area displays company information such as Company Status (Registered), Incorporation Date (11-Oct-2021), AGM Due Date (11-Apr-2023), Business Sector (01 Crop and animal production, hunting and related services activities), and Authorised Share Capital (10000). The 'Admin' button is highlighted with a red box and the number '2'. The 'Authority' dropdown menu is open, showing 'Grant Authority' highlighted with a red box and the number '3'.

2. Navigate to **Admin**

3. Click on **Grant Authority**

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The **View Authority** page will be displayed.

View Authority

Enter Identifier Number here... Search Add Authority

Name	Identifier Number	Account Type	Position		Remove
Muhammad Daniel	01179479	Individual	Employee		
		Individual	Director		
		Individual	Director		

4. Click on the  icon.

The **Maintain Authority** page will be displayed.

Maintain Authority

Account Type Individual Organisation

Type * Foreign Passport

Identification Document Number * 01179479

Date of Birth * 13-May-1994

Name * Muhammad Daniel

Position * Employee

Email * ocpuser06@gmail.com

Security Roles * Tax Services

Start Date * 11-Oct-2021

End Date * 12-Nov-2021

Edit Role Discard

Agent Role	Start Date	End Date	Status	Edit	Remove
Tax Agent	11-Oct-2021	12-Nov-2021	Active		

Save Cancel

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5. Edit the details for **Maintain Authority Details** page as per the example below.

Field	Example
Position	Employee
Email	ocpuser06@gmail.com
Security Roles	Tax Services
Start Date	11-Oct-2021
End Date	12-Nov-2021

6. Click on the **Edit Role** button.

Discard	To discard the added details.
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The edited details will be displayed below the page.

7. Click on the **Save** button.

Grant Authority ×

Confirm to grant authority to the entity/user?

8

Approve Cancel

8. Click on the **Approve** button.