



ONE•COMMON•PORTAL

User Guide
Filing Annual Returns

OCP - Company

PURPOSE

This user guide acts as a reference for **Applicants** on filling Annual Returns.

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 - Business Name

FILE ANNUAL RETURN	Applicant
	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 text 'One Common Portal V.Q.4.0 Alpha'. A user profile 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. The table contains three rows:

Registration No	Name	User Role	Status
P00000027	Abd Events	BusinessOwner	Registered
P00000026	Tuition School	BusinessOwner	Registered
P00000025	Steamboat Chronicles	BusinessOwner	Registered

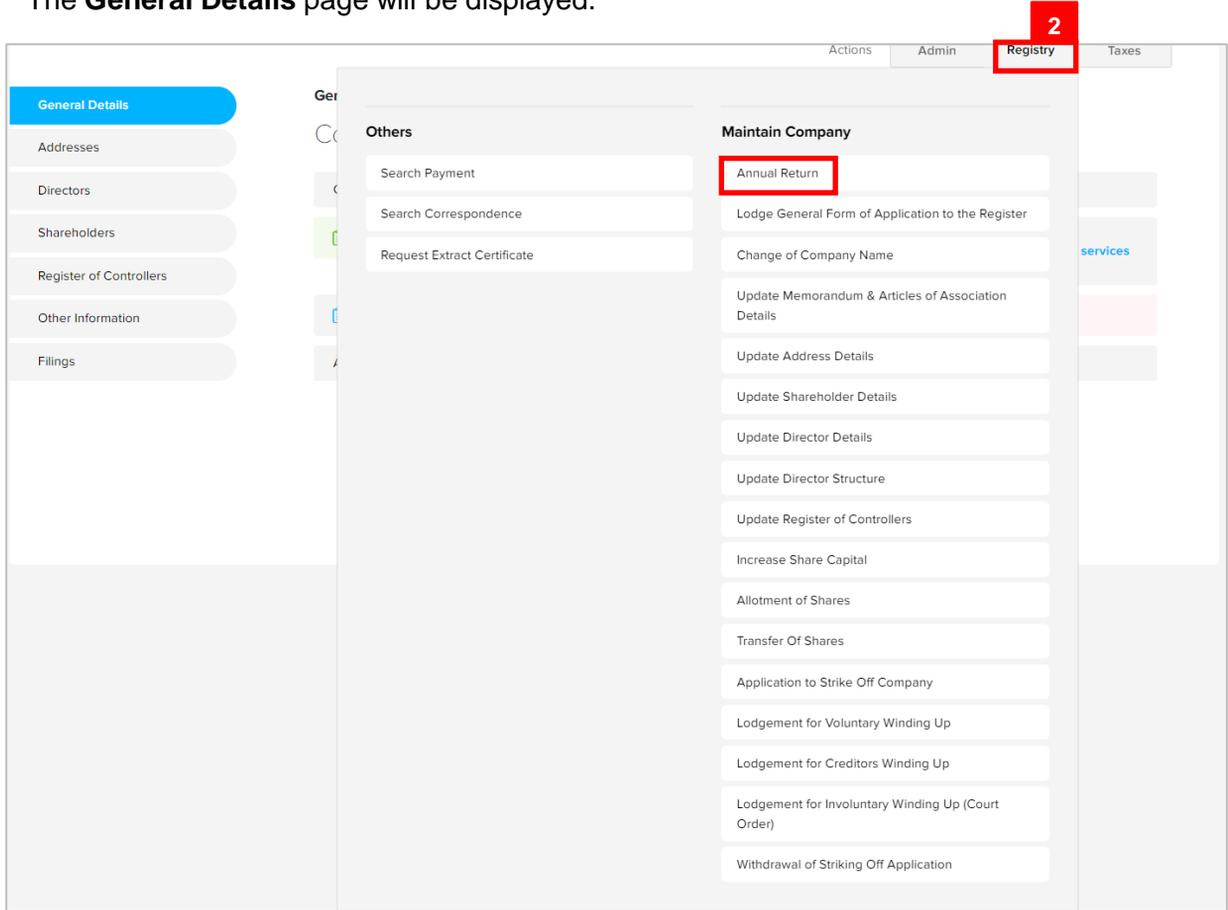
The third row is highlighted with a red box, and a red '1' is placed in the top right corner of the dashboard area.
- Unfinished Businesses:** A card for 'Station 103' with application number CRS2010121, showing 05 days remaining and 14 days total.
- Finished Businesses:** A card for 'Abd Events' with application number CRS2010123, marked as 'Approved'.
- Correspondence Details:** A section with 'No Information Available' and a 'Payment' card for 'Super Kids Toys' with a 30 BND amount.

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

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

OCP - Business Name

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



2. Click on the **Registry** **Annual Return** tab.

OCP - Business Name

The **Annual Return** page will be displayed.

Annual Return

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Company Name 3 Sdn Bhd **RC00000008**

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File Annual Return **Request Extension of Time**

3. Click on the **File Annual Return** button.

OCP - Business Name

The File Annual Return page will be displayed.

File Annual Return

Company Name 3 Sdn Bhd **RC00000008**

Annual Return for May 2022
If the details displayed are not correct, then save the annual return and use the relevant services to make the appropriate corrections. You must then return and complete this annual return.

General Details 4

Company Name 3 Sdn Bhd

Limited By **Shares**

Authorized Share Capital
25000

Business Sector
01- Crop and animal production, hunting and related services activities

Consent Required to use existing name **No**

Confirm General Details as Correct

Address Details

Registered Office Address
Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Confirm Address Details as Correct

Directors

Individual		Individual	
Full Name	Muhammad Daniel	Full Name	Muhammad Ashraf
Identification Document Number	01-048180	Identification Document Number	01-048181
Nationality	Afghanistan	Nationality	Brunei Darussalam
Gender	Male	Gender	Male
Date of Birth	30-Jul-1991	Date of Birth	14-Jun-1992
Business Occupation	Director	Business Occupation	Finance Director
Email	nick.sipun+1111@gmail.com	Email	nick.sipun@gmail.com
Telephones	673-2382238	Telephones	673-8600697

Show Historical Directors

Confirm Director Details as Correct

4. Review the company details and click on the following checkboxes:

Confirm General Details as Correct

Confirm Address Details as Correct

Confirm Director Details as Correct

Confirm Shareholder Details as Correct

OCP - Business Name

5. Enter the details for **AGM Date** as per the example below.

The screenshot shows a form with the following fields and sections:

- Date of Annual Return: 06-Nov-2020
- Annual Return Month: May
- AGM Date *: 06-Nov-2020
- Documents to be uploaded section:
 - Annual Return *: Doc 1.png
 - Supporting Documents
- Buttons: Choose Files (for Annual Return and Supporting Documents), Submit, Cancel

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

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

Note: Documents to be uploaded:-

- Annual Return : Mandatory for Public and Private company
- Audited Financial Statement : Mandatory for Public and Foreign company
- Corporate Governance Report : Mandatory for Public Company
- Balance Sheet : Mandatory for Foreign company
- Statutory Declaration : Mandatory for Foreign company

7. Click on the **Submit** button.