



ONE•COMMON•PORTAL

User Guide

Business Names

OCP - Business Name

PURPOSE

This user guide acts as a reference for **Applicants** to manage **OCP Accounts**.

Use this manual to manage:

- **Registering a Business Name**
- **Returned Business Name**
- **Rejected Business Name**
- **Viewing an Approved Business Name**
- **Changing Business Name Details**
- **Ceasing a Business Name**
- **Renewing a Business Name**
- **Lodge General Form**
- **Searching Business Name (Internal User)**
- **Search Business Name (External User)**

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**

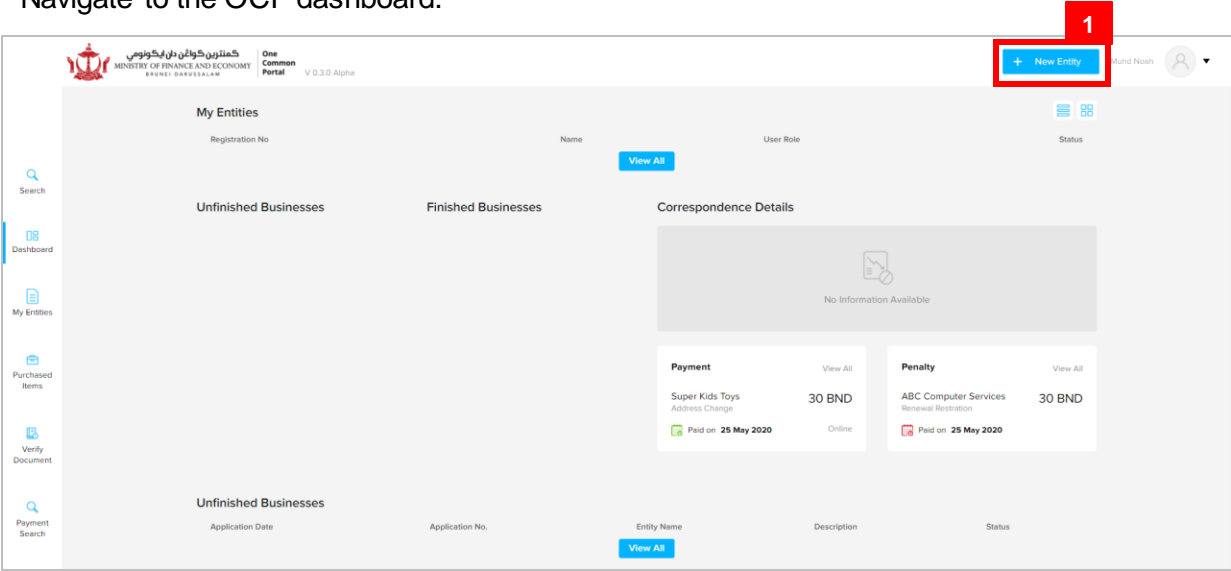
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OCP - Business Name

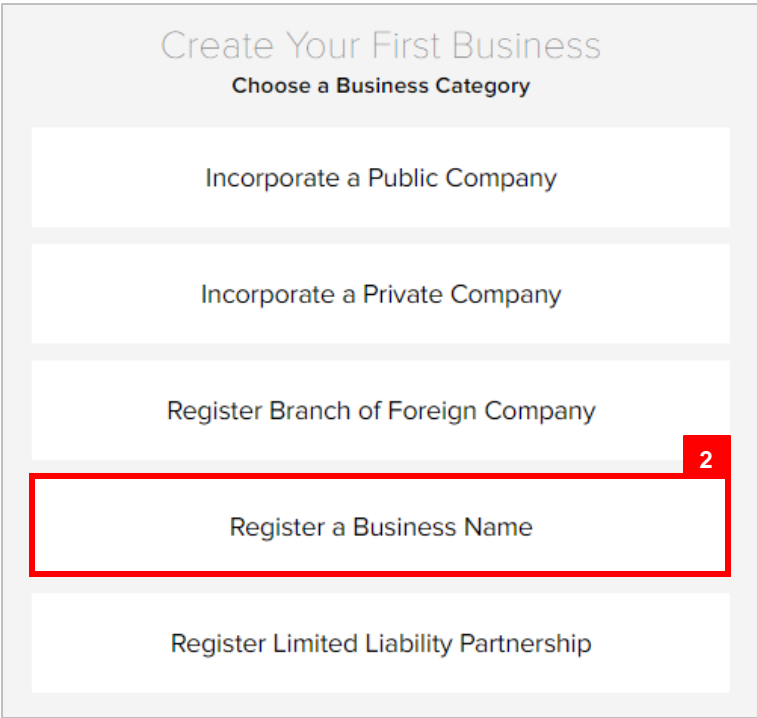
REGISTERING A BUSINESS NAME	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the **+ New Entity** button.

The **Create Your First Business** page will appear.



2. Click on the **Register a Business Name** button.

OCP - Business Name

The **Register a Business Name** page will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Important Information

Dear Sir / Madam,

You are about to register a business name (sole-proprietorship or partnership) under the Business Names Act, Cap. 92, please take note of the following:

a) A business name is required to renew its registration before the expiry of the renewal period.

b) Any individual who runs a business is required to keep and maintain records of every transaction carried out in respect of the business for a period of at least five years from the date of transaction under the Record Keeping (Business) Order, 2015.

3

☒ I / We have read the above notice and duly take note of the requirements as stated above.

4

Next

Save & Exit

Cancel

3. Read through the important information and click on the

☒ I / We have read the above notice and duly take note of the requirements as stated above.

 checkbox.

4. Click on the

Next

 button.

5

OCP - Business Name

The **General Details** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

General Details

5

Proposed Name *

Tuition School

NOTE

The proposed name is available to register!

Entity Type

Sole Proprietor

Business Sector *

85 - Education x

6

Validate

Licensing Authority Approval

Please attach evidence of approval from the following licensing authorities:

Ministry Of Education

Choose Files

IMPORTANT: Any submitted applications are deemed to have been thoroughly reviewed by the applicant.

It is the responsibility of the applicant to ensure that the name of the company applied is not identical and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010. The name will be rejected if it is already used by another business or if it infringes with any trademark or is obscene or undesirable.

Please be informed that if the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name, even if the complaint is filed after the company has been successfully registered.

Prev

Next

5. Enter the details for **General Details** section as per the example below.

Field	Example
Proposed Name	Tuition School
Entity Type	Sole Proprietor
Business Sector	85 - Education

6

OCP - Business Name

Note :

- A business name does not need to contain any specific suffix such as “Limited”, “Bhd”, “Sdn”, etc.
- The system will auto-validate proposed Business Name and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
The proposed name you have entered contains restricted word. Your application may be rejected due to the use of this word.	The proposed name user have entered contains restricted word. Advised to change proposed name.
The proposed name is similar or identical to an existing registered / proposed Business Name. Please note that the proposed name will be subject to Registrar review and may be subsequently rejected.	The proposed name is similar or identical to an existing registered / proposed Business Name. Need to provide proof of consent for using proposed Business Name.

- If the proposed name is similar or identical to an existing registered / proposed Business Name, the following section will appear:

Consent Required to use existing name? *

☒ Yes ☐ No

Consent to use existing name

Choose Files

User is advised to upload a proof of consent that the proposed business name can be used.

6. Depending on the selected Business Sector, user may be required to upload evidence of approval from the relevant authorities.

Click on the

Choose Files

 button and select evidence of approval document.

OCP - Business Name

Important Information

General Details

Address Details

Owner Details

General Details

Proposed Name *

Tuition School

The proposed name is available to register!

Validate

Entity Type

Sole Proprietor

Business Sector *

85 - Education x

Licensing Authority Approval

Please attach evidence of approval from the following licensing authorities:

Ministry Of Education

MoE cert.jpg

0.2 MB

Ready to upload

Upload File

Choose Files

7. Click on the

Upload File

 button to upload the file.

OCP - Business Name

The file will be uploaded.

Licensing Authority Approval

Please attach evidence of approval from the following licensing authorities:

Ministry Of Education

MoE cert.jpg

Choose Files

IMPORTANT: Any submitted applications are deemed to have been thoroughly reviewed by the applicant.

It is the responsibility of the applicant to ensure that the name of the company applied is not identical and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010. The name will be rejected if it is already used by another business or if it infringes with any trademark or is obscene or undesirable.

Please be informed that if the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name, even if the complaint is filed after the company has been successfully registered.

Prev

8

Next

Save & Exit

Cancel

8. Click on the

Next

 button.

<div></div>	To download the uploaded file.
<div></div>	To delete the uploaded file.
<div>Choose Files</div>	To upload additional file.
<div>Prev</div>	To go back to the previous section.
<div>Save & Exit</div>	To save application as draft and exit the registration page.
<div>Cancel</div>	To cancel registration.

OCP - Business Name

The **Address Details** section will appear.

Register a Business Name

Important Information

General Details

Address Details

9

Address Details

Address Type

☒ Principal Address ☐ Additional Address

Address *

54, SPG 64, Jalan Jaya Indera

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

10

Add Address

Clear

9. Enter the details for **Address Details** section as per the example below.

Field	Example
Address Type	Physical Address
Address	54, SPG 64, Jalan Indera Jaya, STKRJ
Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Kuala Belait
Village	Kg Mumong A
District	Belait

OCP - Business Name

10. Click on the **Add Address** button.

The added address will be displayed on the right side of the page.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Address Details

NOTE

Address Type

Principal Address

Additional Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Add Address

Clear

Added Addresses

1

Principal Place of Business

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Edit

Delete

Prev

Next

Save & Exit

Cancel

Note:

- Repeat steps 8 – 9 to add additional addresses.
- The second (and more) addresses will be automatically be categorized as **Additional Address**.

11. Click on the **Next** button.

<div>Edit</div>	To edit the added address.
<div>Delete</div>	To delete the added address.
<div>Prev</div>	To go back to the previous section.
<div>Save & Exit</div>	To save application as draft and exit the registration page.
<div>Cancel</div>	To cancel registration.

11

OCP - Business Name

The **Owner Details** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

IC-Yellow

Identification Document Number *

01048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

☒ Male

☐ Female

Residential Address

Address *

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, :

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

BelaIt

Country *

Brunei Darussalam

Occupation *

Self-employed

Telephone *

Country *

673

Number *

8600697

Email *

mu

mail.com

Add Owner

clear

ID Evidence

Choose Files

Resolution

Choose Files

Prev

Next

Save & Exit

Cancel

12

13

OCP - Business Name

12. Enter the details for **Owner Details** section as per the *example* below.

Section	Field	Example
Owner Details	Owner Type	Individual
	Identification Document	IC Yellow
	Identification Document Number	01048181
	Date of Birth	14-Jun-1992
	Full Name	Muhammad Ashraf <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>
	Gender	Male
Residential Address	Address	54, SPG 64, Jalan Indera Jaya, STKRJ
	Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Kuala Belait
	Village	Kg Mumong A
	District	Belait
Occupation	Self-Employed	
Telephone	Country Code	+673
	Number	8600697
Email	muhd.ashraf@gmail.com	

13. Click on the

Add Owner

 button to add owner.

<div>Add</div>	To add additional telephone number.
----------------	-------------------------------------

OCP - Business Name

The added owner will be displayed on the right side of the page.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

Identification Document Number *

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Residential Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Occupation *

Country *

Number *

Telephone *

Add

Email *

Add Owner

clear

1

Individual

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Occupation

Self-employed

Telephone

673 8600697

Appointment Date

01-Jan-1970

Edit

Delete

ID Evidence

Choose Files

Resolution

Choose Files

Prev

Next

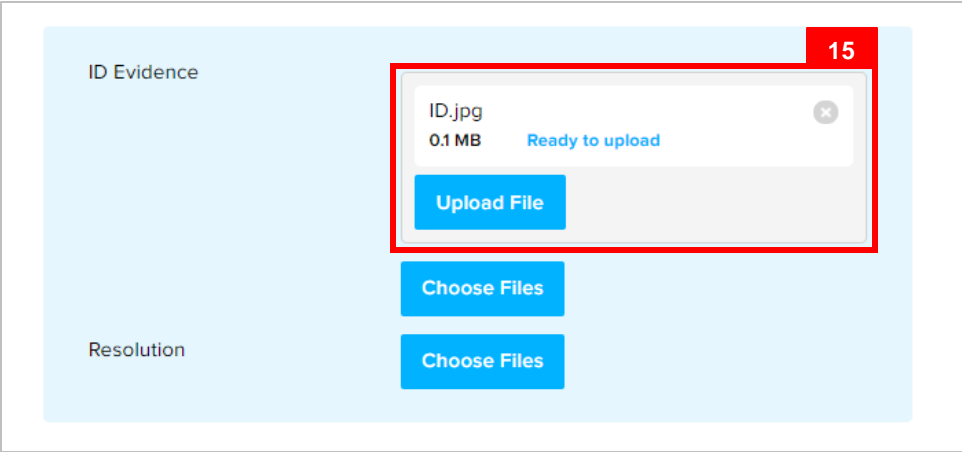
Save & Exit

Cancel

14. For **Owner Type: Individual**, it is mandatory to upload only **ID Evidence**.

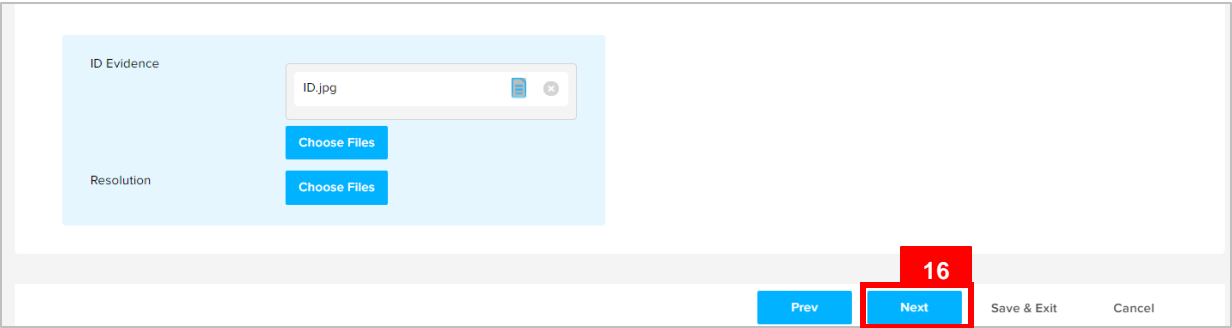
Click on the **Choose Files** button to select ID document.

OCP - Business Name





15. Click on the **Upload File** button to upload the file.

The file will be uploaded.



16. Click on the **Next** button.

	To download the uploaded file.
	To delete the uploaded file.
Choose Files	To upload additional file.
Prev	To go back to the previous section.
Save & Exit	To save application as draft and exit the registration page.
Cancel	To cancel registration.

OCP - Business Name

The **Review** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

17

Review

Expand All

General Details

Edit

Address Details

Edit

Owner Details

Edit

18

☒ * I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors.

Declaration & Consent

I hereby declare that all requirements of the Business Names Act (Chapter 92) in respect of matters precedent to the registration of the said Business Name incidental thereto have been complied with.

I understand that the application will be rejected if the Business Name is already used and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010; or if it infringes with any trademark or is obscene or undesirable.

I confirm that, if after the application has been successfully registered, the Registrar receives a valid complaint stating that the name undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar may direct the business to change its name.

19

☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct.

20

Prev

Save & Exit

Cancel

Submit

17. Click on the individual sections to view the separate sections or click on the **Expand All** button to view all the sections.

Click on the **Edit** button edit the specific sections.

18. Click on the ☒ * I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors. checkbox after all the sections have been reviewed.

19. Click on the ☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct. checkbox after user have read through the **Declaration and Consent**.

20. Click on the **Submit** button.

OCP - Business Name

The **Payment** page will appear.

Payments

Application ID : CRS2009172

Tuition School


Business Name - Register a Business Name


NOTE

Register a Business NameBND 30.00

Total Amount **BND 30.00**

Payment Method

☐ Credit Card

☐ Pay over the counter

Proceed

Note:

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.

OCP - Business Name

Payment Method – Credit Card

Payments

Application ID : CRS20091512

Tuition School


Business Name - Register a Business Name


Register a Business Name

BND 30.00

Total Amount **BND 30.00**

Payment Method

☒ Credit Card

☐ Pay over the counter

Proceed

Note:

- For payment via credit card, refer to the *User Guide on Payments which can be found under OCP’s Homepage, Resources and Guides.*

OCP - Business Name

Payment Method – Pay Over The Counter

Payments

NOTE

Application ID : CRS20091512

Tuition School

Business Name - Register a Business Name

Register a Business Name

BND 30.00

Total Amount **BND 30.00**

Payment Method

☐ Credit Card

☒ Pay over the counter

You may pay by cash or cheque by going to our counter :-

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION

Level 1, Island Block, Ministry of Finance and Economy Building

Commonwealth Drive, BB3910

Brunei Darussalam

Business Hours :

Monday to Thursday (8:00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

Please note the total payment and quote your Application ID e.g. CRSxxxxxxx for payment at counter.

21

Exit

Note:

- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

21. Click on the

Exit

 button.

OCP - Business Name

The OCP dashboard page will appear.

My Entities

Registration No

Name

User Role

Status

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

15-Sep-2020

CRS20091512

Tuition School

Register a Business Name

Pending Payment

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

NOTE

Note:

- The unpaid application Register a Business Name will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

OCP - Business Name

After payment has been made:

My Entities

Registration No

Name

User Role

Status

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

15-Sep-2020

CRS20091512

Tuition School

Register a Business Name

Pending Review

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Note:

- After payment has been made, the icon will become

Pending Review

 .
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

21

After **approval** has been made, applicant will receive an email **Registration of Business Name**.

Registration of Business Name Tuition School Inbox x



گمترین گواغن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P00000026**
Sending Date: **07 Oct 2020**

Business Name

Tuition School

Dear Sir/Madam,

We refer to your application dated **07 Oct 2020**.

Please be informed that the business name, **Tuition School**, is now registered under the Business Name Act (Chapter 92). Please find attached the Certificate of Registration for a Business Name, along with an extract of the Business Name details.

This certificate is required to be exhibited in a conspicuous position at the principal place of business. Whenever a change is made or occurs in any of the particulars in respect of which any firm, individual or corporation is registered, changes must be lodged with the Registrar within fourteen (14) days after such change. If any firm, individual or corporation ceases to carry on business or abandons the use of its business name, notice thereof must be lodged with the registrar. Please note that the first renewal will be due on **07 Apr 2022**.

We are pleased to inform you also that your business entity has been registered automatically to e-Amanah, Tabung Amanah Pekerja (TAP). You will then receive your Tabung Amanah Pekerja (TAP) & Supplemental Contributory Pension (SCP) account number via email/sms.

In this regard, The Registry of Companies and Business Names Division (ROCBN) is also pleased to inform that you may be contacted via email by other government agencies (such as Fire & Safety Division, Fire & Rescue Department and Food Quality Control and Safety Division, Ministry of Health) to obtain further information regarding your business. This information will be used for the purpose of ascertaining your business premise (if any).

All businesses are required to comply to the Competition Order, 2015; the Consumer Protection (Fair Trading) Order, 2011; and the Price Control Act, Chapter 142 and its regulations, including the Price Control (Display of Prices) Order and the Price Control (Cheap Sale Price) Regulations. For more information, please visit the JPKE website at www.depd.gov.bn/cad or call JPKE at 2230223.

Yours faithfully,

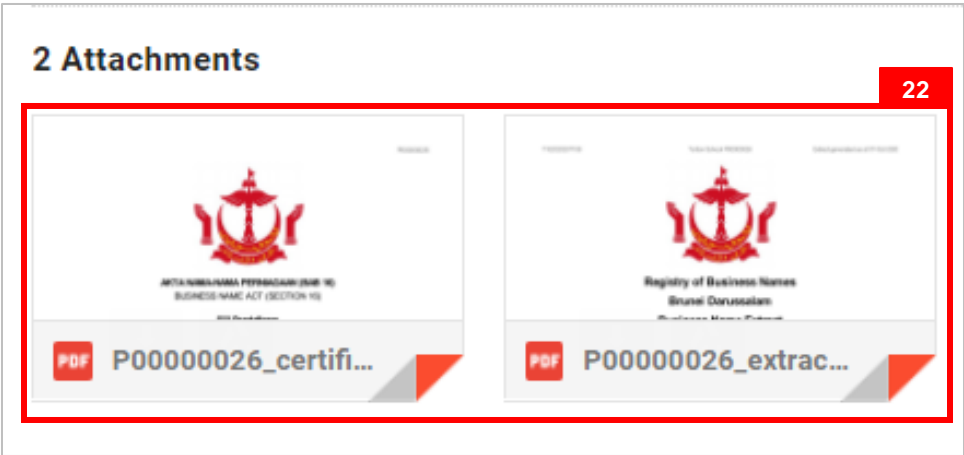
FOR REGISTRAR OF BUSINESS NAMES
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Business Name

Also attached in the email will be the **Certificate of Registration** and **Business Name Extract**.



22. Click on the attachments to view the documents.

The **Certificate of Registration.**

P00000026



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun One wordNoteddilakukan berhubung dengan perniagaan yang dijalankan di
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Brunei Darussalam, Belait, KA 1531, Kuala Belait, Kg Mumong A

Di bawah Nama Perniagaan
Under the Business Name of

Tuition School

Ditandatangani, di Bandar Seri Begawan, pada 7 Haribulan 10 2020
Given under my hand, at Bandar Seri Begawan, this 7 day of 10 2020

brunei

Brunei
Pendaftar Nama-Nama Perniagaan
REGISTRAR OF BUSINESS NAME
BRUNEI DARUSSALAM


The validation code for this Certificate of Registration is 7102020207106. To check the validity of this certificate, enter {url + code} in your browser.

The Business Name Extract.

7102020207109

Tuition School P00000026

Extract generated as at 07-Oct-2020



Registry of Business Names

Brunei Darussalam

Business Name Extract

General Details

Business Number

P00000026

Business Name

Tuition School

Business Type

Business Name

Entity Status

Registered

Registration Date

07-Oct-2020

Business Sectors

Education

Address

Principal Place of Business

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Brunei Darussalam, Belait, KA 1531, Kuala Belait, Kg Mumong A

Owners

Individual Owner(s)

Full Name

Muhammad Ashraf

Nationality

Brunei Darussalam

Residential Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Brunei Darussalam, Belait, KA 1531, Kuala Belait, Kg Mumong A

Appointment Date

07-Oct-2020

7102020207109

Extract Generated as at 07-Oct-2020

OCP - Business Name

After approval has been made:

My Entities

Registration No	Name	User Role	Status
P00000017	Tuition School	BusinessOwner	Registered

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services
Renewal Restriction

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
------------------	-----------------	-------------	-------------	--------

View All

NOTE

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
07-Oct-2020	CRS20100720	Tuition School	Register a Business Name	Approved

View All

Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Registered** .
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .

OCP - Business Name

RETURNED BUSINESS NAME	Applicant
	Online User

Applicant will receive an email notification if their application has been returned.

Log in to your email and open the e-mail **Returned – Registration For Business Name** in your inbox.

Returned – Register a Business Name For Company Register a Business Name



كمتريڤن كواڠن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **CRS2010101**

Sending Date: **10 Oct 2020**

[Business Name](#)

Register a Business Name.

NOTE

Dear Sir/Madam,

Your application to **Register a Business Name** for the above Business Name has been returned for revision on **10 Oct 2020** for the following reason(s):

- Additional documentation required.
- Resubmit with correct document

Please update your application and re-submit it within **17 Oct 2020** business days.

Yours faithfully,

FOR REGISTRAR OF Business Name
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.

Note:

- The email will detail:
 - When the application was returned.
 - The reason(s) why the application was returned.
 - The next action(s) for the applicant.
 - The due date for the re-submission of the application.

OCP - Business Name

Navigate to the OCP dashboard. Returned applications will be displayed in the **Unfinished Businesses** section.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

Unfinished Businesses

Returned

10-Oct-2020

Application No **CRS2010101**

Station 101

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Approved

07-Oct-2020

Application No **CRS20100720**

Tuition School

Approved

25-Sep-2020

Application No **CRS2009251**

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Registration

Paid on 25 May 2020

30 BND

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
10-Oct-2020	CRS2010101	Station 101	Register a Business Name	Returned
22-Sep-2020	CRS2009228	Auto Car Was	Register a Business Name	Returned
22-Sep-2020	CRS2009227	School	Register a Business Name	Draft

View All

NOTE

1

Note: The **Unfinished Businesses** section will display the work items that are pending review / pending payment / returned / draft.

1. Click on a work item with the description **Register a Business Name** and status **Returned**.

<div>View All</div>	To expand the list.
<div></div>	To display the work items in a list.
<div></div>	To display the work items in a grid.

OCP - Business Name

The **Register a Business Name** page will appear.

Register a Business Name

3

Important Information

General Details

Address Details

Owner Details

Review

Important Information

Dear Sir / Madam,

You are about to register a business name (sole-proprietorship or partnership) under the Business Names Act, Cap. 92, please take note of the following:

a) A business name is required to renew its registration before the expiry of the renewal period.

b) Any individual who runs a business is required to keep and maintain records of every transaction carried out in respect of the business for a period of at least five years from the date of transaction under the Record Keeping (Business) Order, 2015.

2

☒

1 / We have read the above notice and duly take note of the requirements as stated above.

Next

Save & Exit

Cancel

2. Read through the important information and click on the

☒ 1 / We have read the above notice and duly take note of the requirements as stated above.

 checkbox.
3. Update the application as per the reason(s) detailed in the notification email.
- For this example, click on the

Owner Details

 section.

OCP - Business Name

The **Owner Details** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

Identification Document Number *

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Residential Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Occupation *

Telephone *

Country *

Number *

Email *

Add Owner

clear

Added Owners

1

Individual

Full Name

IC-Yellow

Identification Document Number

01048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Occupation

Self-employed

Telephone

673 8600697

Appointment Date

01-Jan-1970

Edit

Delete

ID Evidence

ID.jpg

Choose Files

Prev

Next

Save & Exit

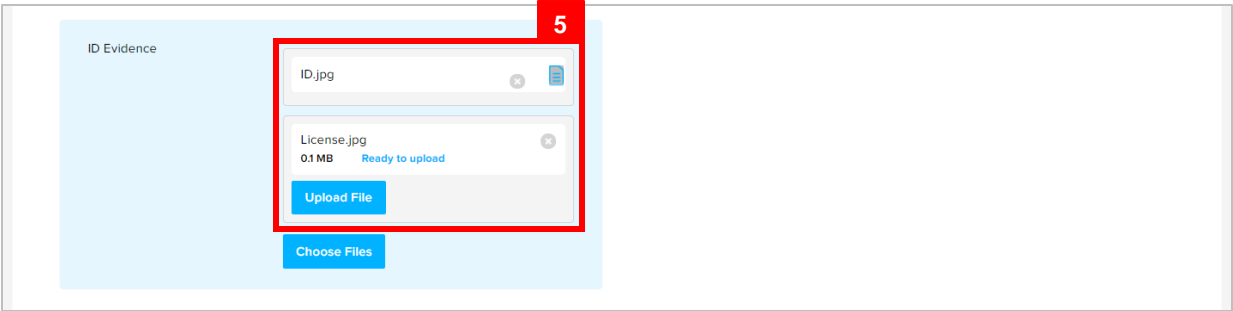
Cancel

4. For **Owner Type: Individual**, it is mandatory to upload only **ID Evidence**.

Click on the **Choose Files** button to upload additional ID document.

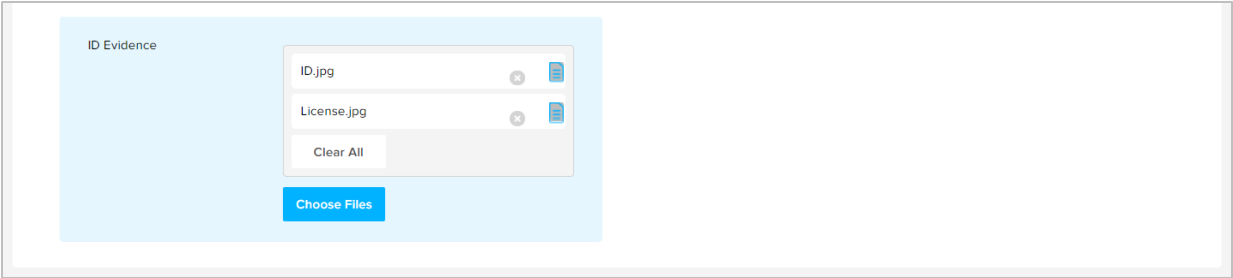
30



OCP - Business Name



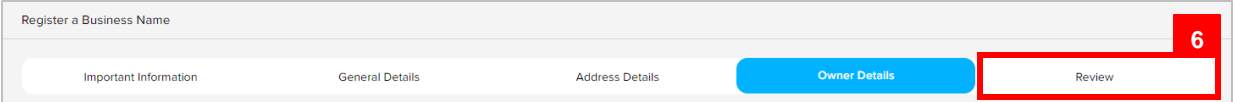
5. Click on the **Upload File** button to upload the file.

The file will be uploaded.



	To download the uploaded file.
	To delete the uploaded file.
<div>Clear All</div>	To delete all uploaded additional file.
<div>Choose Files</div>	To upload additional file.

If all the required updates have been done, proceed to the **Review** section.



6. Click on the **Review** section.

OCP - Business Name

The **Review** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

7

Review

Expand All

General Details

Edit

Address Details

Edit

Owner Details

Edit

8

☒ * I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors.

Declaration & Consent

I hereby declare that all requirements of the Business Names Act (Chapter 92) in respect of matters precedent to the registration of the said Business Name incidental thereto have been complied with.

I understand that the application will be rejected if the Business Name is already used and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010; or if it infringes with any trademark or is obscene or undesirable.

I confirm that, if after the application has been successfully registered, the Registrar receives a valid request stating that the name undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the business to change its name.

9

☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct.

10

Prev

Save & Exit

Cancel

Submit

- 7. Click on the individual sections to view the separate sections or click on the

Expand All

 button to view all the sections.
Click on the

Edit

 button edit the specific sections.
- 8. Click on the

☒ * I have reviewed the information above and hereby confirmed that there are no omissions

 checkbox after all the sections have been reviewed.
- 9. Click on the

☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct.

 checkbox after user have read through the **Declaration and Consent**.
- 10. Click on the

Submit

 button.

32

OCP - Business Name

You will be directed to the OCP dashboard page.

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No **CRS2010121**

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

07-Oct-2020

Application No **CRS20100720**

Tuition School

Approved

25-Sep-2020

Application No **CRS2009251**

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010121	Station 103	Register a Business Name	Draft
10-Oct-2020	CRS2010101	Station 101	Register a Business Name	Pending Review
22-Sep-2020	CRS2009228	Auto Car Was	Register a Business Name	Returned

View All

Note:


- The application Register a Business Name will be displayed under the **Unfinished Business** section
- The status icon will become **Pending Review** .
- This indicates that the application submitted for review/approval to ROCBN.
- Submitting a returned application does not require additional payment.

REJECTED BUSINESS NAME	Applicant
	Online User

Applicant will receive an email notification if their application has been rejected.

Log in to your email and open the e-mail **Rejected– Registration For Business Name** in your inbox.

Rejected – Register a Business Name For Company Puzzles and Clues



گمترين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P300000063**

Sending Date: **05 Nov 2020**

[Business Names](#)

Puzzles and Clues.

Dear Sir/Madam,

Your application to **Register a Business Name** for the above Business Names has been declined on **05 Nov 2020** for the following reason(s):

- One or more owners are currently disqualified.
- Rejected

Please do not hesitate to contact the Registry of Companies and Business Names if you have any further questions regarding this matter.

Yours faithfully,

FOR REGISTRAR OF BUSINESS NAME
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.

Note:

- The email will detail:
 - When the application was rejected
 - The reason(s) why the application was rejected.

OCP - Business Name

Navigate to the OCP dashboard. Rejected applications will be displayed in the **Finished Businesses** section.

Unfinished Businesses

Draft

12-Oct-2020

Application No. CRS2010121

Station 103

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Rejected

12-Oct-2020

Application No. CRS2010122

Steamboat Chronicles

Rejected

10-Oct-2020

Application No. CRS2010101

Station 101

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010123	Abd Events	Register a Business Name	Pending Review
12-Oct-2020	CRS2010121	Station 103	Register a Business Name	Draft
22-Sep-2020	CRS2009228	Auto Car Was	Register a Business Name	Returned

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010122	Steamboat Chronicles	Register a Business Name	Rejected
10-Oct-2020	CRS2010101	Station 101	Register a Business Name	Rejected
07-Oct-2020	CRS20100720	Tuition School	Register a Business Name	Approved

View All

Note: The **Finished Businesses** section will display the work items that are approved / rejected.

1. Click on one of the **Rejected** applications.

<div>View All</div>	To expand the list.
<div></div>	To display the work items in a list.
<div></div>	To display the work items in a grid.

OCP - Business Name

Navigate to the OCP dashboard. Rejected applications will be displayed in the **Finished Businesses** section.

My Entities

Registration No

Name

User Role

Status

P00000026	Tuition School	BusinessOwner	Registered
P00000025	Steamboat Chronicles	BusinessOwner	Registered
P00000017	Tuition School	BusinessOwner	Registered

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Rejected

10-Oct-2020

Application No: CRS2010101

Station 101

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Restration

Paid on 25 May 2020

30 BND

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010123	Abd Events	Register a Business Name	Pending Review
12-Oct-2020	CRS2010121	Station 103	Register a Business Name	Draft
22-Sep-2020	CRS2009228	Auto Car Was	Register a Business Name	Returned

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010122	Steamboat Chronicles	Register a Business Name	Rejected
10-Oct-2020	CRS2010101	Station 101	Register a Business Name	Rejected
07-Oct-2020	CRS20100720	Tuition School	Register a Business Name	Approved

View All

NOTE

Note: The **Finished Businesses** section will display the work items that are approved / rejected.

<div>View All</div>	To expand the list.
<div></div>	To display the work items in a list.
<div></div>	To display the work items in a grid.

36

OCP - Business Name

VIEWING AN APPROVED BUSINESS NAME	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Registration

Paid on 25 May 2020

30 BND

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

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

OCP - Business Name

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

General Details

Addresses

Owner Details

Filings

General Details

Steamboat Chronicles

P00000025

Entity StatusRegistered

Registration Date06-Oct-2020

Business SectorWholesale and retail trade and repair of motor vehicle and motorcycles

Business Name TypeSole Proprietor

Renewal Due Date06-Apr-2022

Actions

Admin

Registry

Taxes

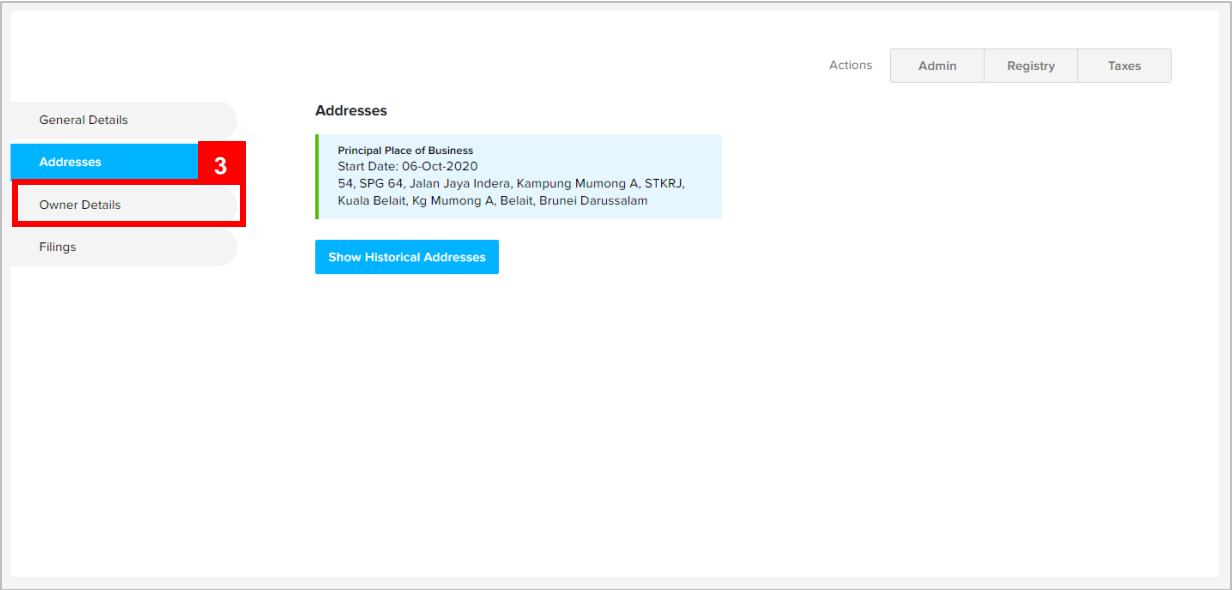
Note: The **General Details** page will display the following information –

- Business Number
- Business Name
- Entity Status
- Business Name Type
- Registration Date
- Renewal Due Date
- Business Sector

2. Click on the **Addresses** section.

OCP - Business Name

The **Addresses** page will be displayed.



Note: The **Addresses** page will display the following information –

- Principal Place of Business
 - Secondary Place of Business (if available)
 - Click on the **Show Historical Addresses** button to display historical addresses (if available).
3. Click on the **Owner Details** section.

OCP - Business Name

The **Owners** page will be displayed.

Actions

AdminRegistryTaxes

General Details

Addresses

Owner Details

Filings

Owners

Individual

Identification Document

IC-Yellow

Identification Document

01-048180

Number

Date Of Birth

30-Jul-1991

Full Name

Muhammad Daniel

Nationality

Brunei Darussalam

Gender

Male

54, SPG 64, Jalan Jaya Indera, STKRJ,

Residential Address

Kuala Belait, Kg Mumong A, Belait KA

1531,

Brunei Darussalam

Occupation

Self-employed

Telephone

Email

nick.sipun@gmail.com

Appointment Date

16-Oct-2020

Show Historical Owners

Note:

- The **Owners** page will display the information of the current owner (Individual / Registered Company / Limited Liability Partnership / Other Incorporated Entity)
 - Click on the

Show Historical Owners

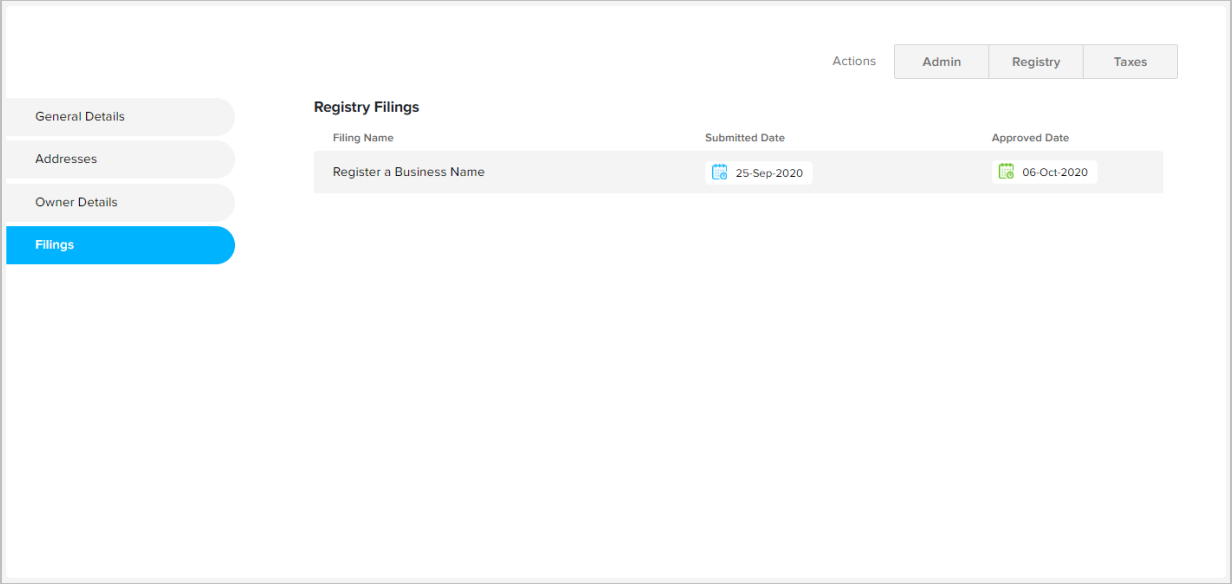
 button to display historical owners (if available).
4. Click on the

Filings

 section.

OCP - Business Name

The **Registry Filings** page will be displayed.



Note:

- The **Registry Filings** page will display the list of applications that have been submitted and paid –
 - Registration of Business Names.
 - Change Business Name Details.
 - Cease a Business Name.
 - Renew a Business Name .
 - Lodgement of Documents
- Click on the individual application to view the filing details.

OCP - Business Name

CHANGING BUSINESS NAME DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

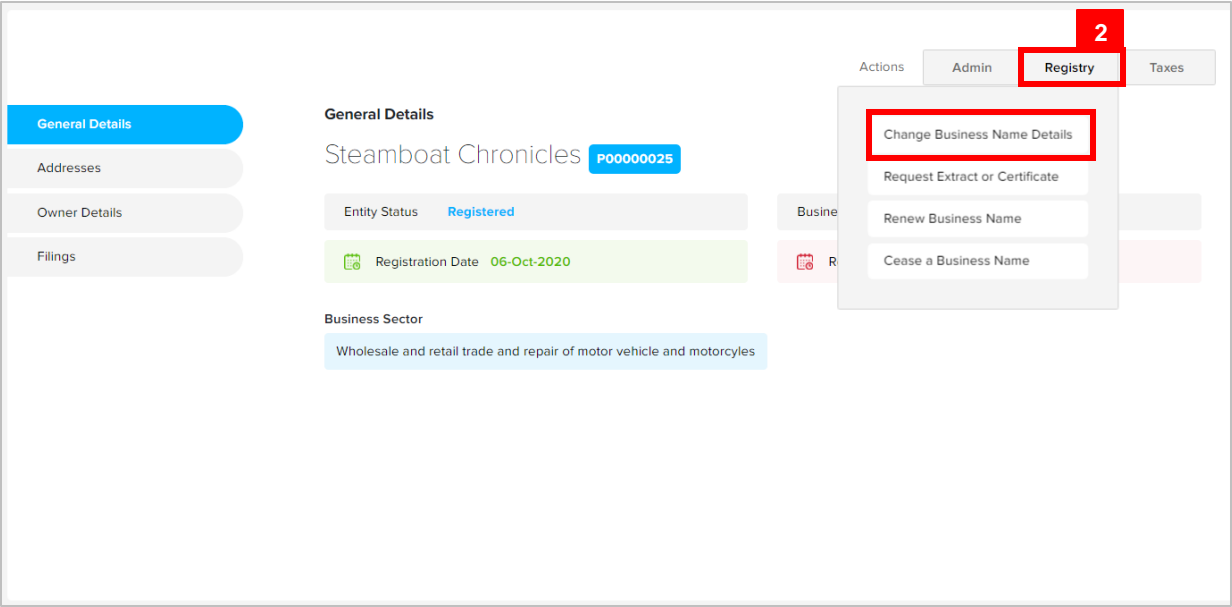
Paid on 25 May 2020

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

1. Click on a registered **Business Name** (Registration name starts with P).

OCP - Business Name

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



2. Click on the **Registry** tab and click on **Change Business Name Details** .

OCP - Business Name

The **Change Business Name Details** page will appear.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

General Details

Change Name?

Yes

No

Proposed Name *

Steamboat Chronicles and Friends

Validate

The proposed name is available to register!

Business Sector *

Wholesale and retail trade and repair of moto... x

29 - Manufacture of motor vehicle, trailers an... x

Date of Change *

12-Oct-2020

IMPORTANT: Any submitted applications are deemed to have been thoroughly reviewed by the applicant.

It is the responsibility of the applicant to ensure that the name of the company applied is not identical and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010. The name will be rejected if it is already used by another business or if it infringes with any trademark or is obscene or undesirable.

Please be informed that if the Registrar receives a valid complaint stating that the name is undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar can direct the company to change its name, even if the complaint is filed after the company has been successfully registered.

Prev

Next

Save & Exit

Cancel

3. Click on the

Yes

 radio button to change the business name.

4. Update the details for **General Details** section as per the example below.

Field	Example
Proposed Name	Steamboat Chronicles and Friends
Business Sector	Wholesale and retail trade and repair of motor vehicles and motorcycle Manufacture of motor vehicle, trailers and semi-trailer
Date of Change	12-Oct-2020 <i>Date must be greater than the registration date and cannot be a future date.</i>

44

OCP - Business Name

Note :

- The system will auto-validate proposed Business Name and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
The proposed name is similar or identical to an existing registered / proposed Business Name. Please note that the proposed name will be subject to Registrar review and may be subsequently rejected.	<div>The proposed name is similar or identical to an existing registered / proposed Business Name.</div> <div>Need to provide proof of consent of using existing name.</div>
The proposed name you have entered contains restricted word. Your application may be rejected due to the use of this word.	<div>The proposed name user have entered contains restricted word.</div> <div>Advised to change proposed name.</div>

- If the proposed name is similar or identical to an existing registered / proposed Business Name, the following section will appear:

Consent Required to use existing name? *

☒ Yes ☐ No

Consent to use existing name

Choose Files

User is advised to upload a proof of consent that the proposed business name can be used.

- Depending on the selected Business Sector, user may be required to upload evidence of approval from the relevant authorities.

Click on the

Choose Files

 button and select evidence of approval document.

Refer to pages 7-9 for more information.

- The **Date of Change** must be greater than the registration date and can't be a future date.

5. Click on the

Next

 button.

OCP - Business Name

The **Address Details** section will appear.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Address Details

Address Type

Principal Address

Additional Address

Address *

No. 99, Jalan Parak

Postal Code *

KB1133

Mukim *

Seria

Village *

Panaga

District *

Belait

Country *

Brunei Darussalam

Add Address

Clear

Date of Change *

DD-MMM-YYYY

Added Addresses

1

Principal Place of Business

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait,

Change

2

Additional Places of Business

No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara,

Change

Cease

User can save **Additional Address** for the business name.

6. Enter the details for **Address Details** section as per the example below.

Field	Example
Address	No 99, Jalan Parak
Postal Code	KB1133 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Seria
Village	Kg Panaga
District	Seria

7. Click on the

Add Address

 button.

46

OCP - Business Name

Note: The added address will be displayed on the right side of the page as address 3.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Address Details

Address Type

☒ Principal Address

☐ Additional Address

Address *

42, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

Save

Clear

Date of Change *

DD-MMM-YYYY

Added Addresses

1

Principal Place of Business

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait,

Change

2

Additional Places of Business

No, 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei Darussalam

Change

3

Additional Places of Business

No 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Edit

Delete

Prev

Next

Save & Exit

Cancel

User can change **Address** of the business name.

8. Click on the

Change

 button.
9. Update the details for **Address Details** section as per the example below.

Field	Example
Address	42, SPG 64, Jalan Jaya Indera, STKRJ
Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Kuala Belait
Village	Kg Mumong A
District	Belait

10. Click on the

Save

 button.

OCP - Business Name

Note: The updated address will be displayed on the right side of the page.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Address Details

Address Type

☐ Principal Address

☒ Additional Address

Address *

No. 48, Jalan 99

Postal Code *

BB1421

Mukim *

Gadong A

Village *

Rimba

District *

Brunei Muara

Country *

Brunei Darussalam

Save

Clear

Cease Date *

12-Oct-2020

Date of Change *

DD-MMM-YYYY

Added Addresses

NOTE

1

Principal Place of Business

42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Change

2

Additional Places of Business

No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara,

Change

Cease

3

Additional Places of Business

No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Edit

Delete

Prev

Next

Save & Exit

Cancel

User can cease **Additional Place of Business** of the business name.

11. Click on the

Cease

 button.

12. Enter the details for **Cease Date** as per the example below.

Field	Example
Cease Date	12-Oct-2020 <i>Date must be greater than the registration date and cannot be a future date.</i>

13. Click on the

Save

 button.

48

OCP - Business Name

Note:

- The ceased address will still be displayed on the right side of the page.
- Click on the Uncease button if user wish to un-ceed the address.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Address Details

Address Type

Principal Address

Additional Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Add Address

Clear

Date of Change *

12-Oct-2020

Added Addresses

1

Principal Place of Business
42, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg
Mumong A, Belait, Brunei Darussalam

2

Additional Places of Business
No. 48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei
Darussalam

Uncease

3

Additional Places of Business
No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Edit

Delete

Prev

Next

Save & Exit

Cancel

14. Enter the details for **Date of Change** as per the example below.

Field	Example
Date of Change	12-Oct-2020 <i>Date must be greater than the registration date and cannot be a future date.</i>

Note :

- **Principal Place of Business** cannot be ceased. Only **Additional Place of Business** can be ceased.
- **Principal Place of Business** can only be changed. Previous **Principal Place of Business** will be recorded in the **Historical Addresses** section.
- **Additional Place of Business** that has been approved by ROCBN back-office officers cannot be deleted. It can only be changed or ceased.
- **Additional Place of Business** that has been ceased will be removed after the change has been submitted and approved by ROCBN back-office officers. Ceased **Additional Place of Business** will be recorded in the **Historical Addresses** section.
- **Additional Place of Business** that has not been approved by ROCBN back-office officers yet can be edited or deleted.

General Details

Addresses

Owner Details

Filings

Addresses

Principal Place of Business

Start Date: 15-Oct-2020

486, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Show Historical Addresses

Principal Place of Business

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ KA 1531 Kuala Belait Kg Mumong A Belait Brunei Darussalam

Start Date

12-Oct-2020

End Date

15-Oct-2020

Additional Place of Business

Lot 2781, Lorong Indah 3A-6, Desa Indah 3, Bandar Baru Permyjaya 98000 Kuala Belait Kg Mumong A Belait Brunei Darussalam

Start Date

15-Oct-2020

End Date

15-Oct-2020

15. Click on the

Next

 button.

OCP - Business Name

The **Owner Details** section will appear.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

IC-Yellow

Identification Document Number *

01048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Residential Address

Address *

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STK

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

Occupation *

Self-employed

Telephone *

Country *

673

Number *

8600800

Email *

muhd.ash92@gmail.com

Appointment Date *

07-Oct-2020

Save

clear

Added Owners

1

Individual

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait,

Occupation

Self-employed

Telephone

673 8600697

Appointment Date

07-Oct-2020

Change

Cease

ID Evidence

Choose Files

Resolution

Choose Files

Prev

Next

Save & Exit

Cancel

User can update the **Owner** details.

16. Click on the

Change

 button.

51

OCP - Business Name

17. Update details for **Owner Details** section as per the example below.

Section	Field	Example
Owner Details	Owner Type	Individual
	Identification Document	IC Yellow
	Identification Document Number	01048181
	Date of Birth	14-Jun-1992
	Full Name	Muhammad Ashraf <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>
	Gender	Male
Residential Address	Address	54, SPG 64, Jalan Indera Jaya, STKRJ
	Postal Code	KA1531 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Kuala Belait
	Village	Kg Mumong A
	District	Belait
Occupation	Self-Employed	
Telephone	Country Code	+673
	Number	8600800
Email	muhd.ash92@gmail.com	

18. Click on the

Save

 button to add owner.

<div>Add</div>	To add additional telephone number.
----------------	-------------------------------------

OCP - Business Name

Note: The updated owner will be displayed on the right side of the page.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

19

Owner Details

Owner Type *

Individual

Identification Document *

IC-Yellow

Identification Document Number *

01048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Gender *

Male

Female

Residential Address

Address *

No. 99, Jalan Parak

Postal Code *

KB1133

Mukim *

Seria

Village *

Panaga

District *

Belait

Country *

Brunei Darussalam

Occupation *

Self-employed

Telephone *

Country *

673

Number *

8600697

Email *

mu@gmail.com

Add Owner

clear

Added Owners

NOTE

1

Individual

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait,

Occupation

Self-employed

Telephone

673 8600800

Appointment Date

16-Oct-2020

Change

Cease

ID Evidence

Choose Files

Resolution

Choose Files

Prev

Next

Save & Exit

Cancel

53

OCP - Business Name

User can add new **Owner** for the business name.

19. Enter the details for **Address Details** section as per the example below

Section	Field	Example
Owner Details	Owner Type	Individual
	Identification Document	IC Yellow
	Identification Document Number	01048180
	Date of Birth	30-Jul-1991
	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>
	Gender	Male
Residential Address	Address	No. 99, Jalan Parak
	Postal Code	KB1133 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
	Mukim	Seria
	Village	Panaga
	District	Belait
Occupation	Self-Employed	
Telephone	Country Code	+673
	Number	8600697
Email	muhd.daniel91@gmail.com	

20. Click on the **Add Owner** button to add new owner.

Add	To add additional telephone number.
------------	-------------------------------------

OCP - Business Name

Note: The updated owner will be displayed on the right side of the page, Owner 2.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

IC-Yellow

Identification Document Number *

01048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Residential Address

Address *

54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

Occupation *

Self-employed

Telephone *

Country *

673

Number *

8600697

Add

Email *

nick.sipun@gmail.com

Appointment Date *

07-Oct-2020

Retirement Date *

16-Oct-2020

Save

ID Evidence

Choose Files

Resolution

Choose Files

Added Owners

1

Individual

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Occupation

Self-employed

Telephone

673 8600697

Appointment Date

07-Oct-2020

Change

Cease

2

Individual

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01048180

Date of Birth

30-Jul-1991

Nationality

Brunei Darussalam

Address

No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Occupation

Self-employed

Telephone

673 8600697

Appointment Date

16-Oct-2020

Edit

Delete

NOTE

Prev

Next

Save & Exit

Cancel

55

OCP - Business Name

For **Business Name Type : Sole Proprietor** , there cannot be more than one owner.

21. Click on the

Cease

 button to cease the previous owner.

22. Enter the details for **Retirement Date** as per the example below.

Field	Example
Cease Date	16-Oct-2020 <i>Retirement Date must be equal or greater than appointment date.</i> <i>Retirement Date must be equal or less than current date.</i>

23. Click on the

Save

 button.

Note:

- The ceased owner will still be displayed on the right side of the page.
- Click on the

Uncease

 button if user wish to un-cause the address.
- If the previous owner is not ceased, the **Business Name Type** will change to **Partnership** after the application is approved by ROCBN officers.

Maintain a Business Name

Important Information

General Details

Address Details

Owner Details

Review

Owner Details

Owner Type *

Individual

Identification Document *

Identification Document Number *

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Residential Address

Address *

Postal Code *

Added Owners

1

Individual

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Occupation

Telephone

Appointment Date

Retirement Date

Muhammad Ashraf

IC-Yellow

01048181

14-Jun-1992

Brunei Darussalam

54, SPG 64, Jalan Jaya Indera, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Self-employed

673 8600697

07-Oct-2020

16-Oct-2020

Uncease

2

Individual

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Occupation

Telephone

Appointment Date

Muhammad Daniel

IC-Yellow

01048180

30-Jul-1991

Brunei Darussalam

No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam

Self-employed

673 8600697

16-Oct-2020

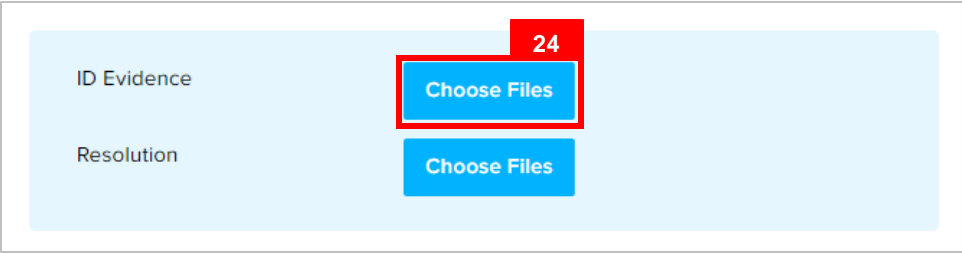
Edit

Delete

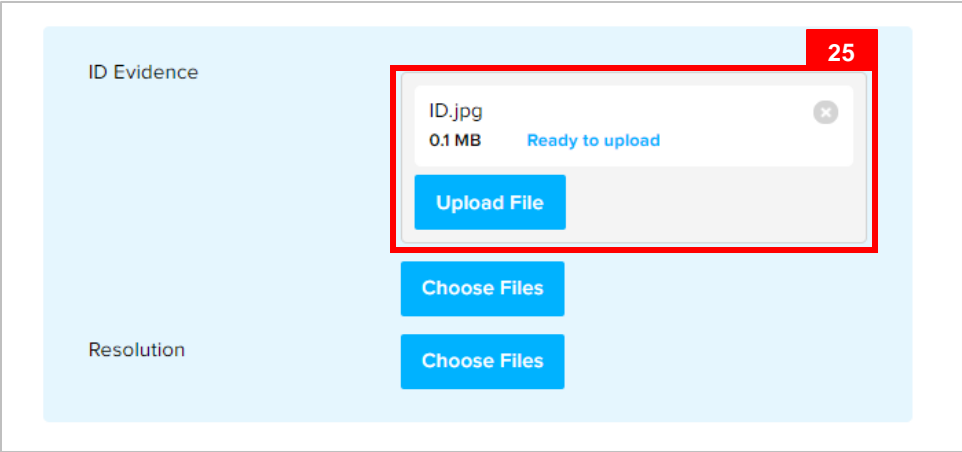
NOTE

OCP - Business Name

For adding new **Owner Type: Individual**, it is mandatory to upload **ID Evidence**.





24. Click on the **Choose Files** button to select ID document.



25. Click on the **Upload File** button to upload the file.

The file will be uploaded.

	To download the uploaded file.
	To delete the uploaded file.
Choose Files	To upload additional file.

Note :

- **ID Evidence / Resolution** is only required to be uploaded if a new Owner is added.

OCP - Business Name

- **Owner** that has been ceased will be removed after the change has been submitted and approved by ROCBN back-office officers. Ceased **Owner** will be recorded in the **Historical Owners** section.
- **Owner** that has not been approved by ROCBN back-office officers yet can be edited or deleted.

General Details

Addresses

Owner Details

Filings

Owners

Individual

Identification Document IC-Yellow

Identification Document Number 01048180

Date Of Birth 30-Jul-1991

Full Name Muhammad Daniel

Nationality Brunei Darussalam

Gender Male

Residential Address No. 99, Jalan Parak, Seria, Panaga, Belait KB1133, Brunei Darussalam

Position Self-employed

Telephone 673 8600697

Email nick.sipun@gmail.com

Appointement Date 16-Oct-2020

Show Historical Owners

Individual

Identification Document IC-Yellow

Identification Document Number 01048187

Date of Birth 24-Apr-1995

Full Name Muhd Noah

Nationality Brunei Darussalam

Gender Male

Residential Address No.48, Jalan 99, BB1421, Gadong A, Rimba, Brunei Muara, Brunei Darussalam

Occupation Self-employed

Telephone 673 8600697

Email nick.sipun@gmail.com

Appointment Date 13-Oct-2020

Retirement Date 16-Oct-2020

ID Evidence

Resolution

ID.jpg

Choose Files

Choose Files

26

Prev

Next

Save & Exit

Cancel

26. Click on the **Next** button.

OCP - Business Name

The **Review** section will appear.

Register a Business Name

Important Information

General Details

Address Details

Owner Details

Review

27

Review

Expand All

General Details

Edit

Address Details

Edit

Owner Details

Edit

28

☒ * I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors.

Declaration & Consent

I hereby declare that all requirements of the Business Names Act (Chapter 92) in respect of matters precedent to the registration of the said Business Name incidental thereto have been complied with.

I understand that the application will be rejected if the Business Name is already used and/or resembles names that are already registered under the Business Names Act (Cap. 92), Companies Act (Cap. 39) or Limited Liability Partnerships Order, 2010; or if it infringes with any trademark or is obscene or undesirable.

I confirm that, if after the application has been successfully registered, the Registrar receives a valid complaint stating that the name undesirable, identical to that of any other registered business name, or the name of any corporation or limited liability partnership or misleading, the Registrar may direct the business to change its name.

29

☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct.

30

Prev

Save & Exit

Cancel

Submit

27. Click on the individual sections to view the separate sections or click on the **Expand All** button to view all the sections.

Click on the **Edit** button edit the specific sections.

28. Click on the ☒ * I have reviewed the information above and hereby confirmed that there are no omissions checkbox after all the sections have been reviewed.

29. Click on the ☒ * I hereby declare that the information provided to the Registrar of Business Names is true and correct. checkbox after user have read through the **Declaration and Consent**.

30. Click on the **Submit** button.

OCP - Business Name

The **Payment** page will appear.

Payments

Application ID : CRS20101618

Steamboat Chronicles and Friends (P00000025)

Business Name - Change Business Name Details


Change Business Name Details


BND 30.00

Total Amount

BND 30.00

Payment Method

☐ Credit Card

☐ Pay over the counter

Proceed

NOTE

Note:

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.

OCP - Business Name

Payment Method – Credit Card

Payments

Application ID : CRS20101618

Steamboat Chronicles and Friends (P000000025)


Business Name - Change Business Name Details


Change Business Name Details

BND 30.00

Total Amount **BND 30.00**

Payment Method

☒ Credit Card

☐ Pay over the counter

Proceed

Note:

- For payment via credit card, refer to the *User Guide on Payments* which can be found under OCP’s Homepage, Resources and Guides.

OCP - Business Name

Payment Method – Pay Over The Counter

Payments

NOTE

Application ID : CRS20101618

Steamboat Chronicles and Friends (P00000025)

Business Name - Change Business Name Details

Change Business Name Details

BND 30.00

Total Amount **BND 30.00**

Payment Method

☐ Credit Card

☒ Pay over the counter

You may pay by cash or cheque by going to our counter :-

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION
Level 1, Island Block, Ministry of Finance and Economy Building
Commonwealth Drive, BB3910
Brunei Darussalam

Business Hours :
Monday to Thursday (8.00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

Please note the total payment and quote your Application ID e.g. CRSxxxxxxx for payment at counter.

31

Exit

Note:

- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

31. Click on the

Exit

 button.

OCP - Business Name

The OCP dashboard page will appear.

My Entities

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

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No **CR520101616**

Bar and Grills

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Approved

16-Oct-2020

Application No **CR520101617**

Steamboat Chronicles and Friends

Approved

16-Oct-2020

Application No **CR52010168**

Puzzles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on

25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

Paid on

25 May 2020

30 BND

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CR520101618	Steamboat Chronicles and Friends	Change Business Name Details	Pending Payment
16-Oct-2020	CR520101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CR52010156	Life and Bar	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CR520101617	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CR52010168	Puzzles	Register a Business Name	Approved
16-Oct-2020	CR52010167	Life and Bar	Register a Business Name	Approved

View All

Note:

- The unpaid application Change Business Name Details will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

63

OCP - Business Name

After payment has been made:

My Entities

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

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No CRS20101616

Bar and Grills

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

16-Oct-2020

Application No CRS20101617

Steamboat Chronicles and Friends

Approved

16-Oct-2020

Application No CRS2010168

Puzzles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101618	Steamboat Chronicles and Friends	Change Business Name Details	Pending Review
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Life and Bar	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101617	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CRS2010168	Puzzles	Register a Business Name	Approved
16-Oct-2020	CRS2010167	Life and Bar	Register a Business Name	Approved

View All

Note:

- After payment has been made, the icon will become **Pending Review** .
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

OCP - Business Name

After payment has been made, applicant will receive an email **Submitted – Change Business Name Details**.

Submitted - Change Business Name Details For Steamboat Chronicles and Friends P00000025



گمترین کواغن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P00000025**
Sending Date: **16 Oct 2020**

Business Name

Steamboat Chronicles and Friends.

Dear Sir/Madam,

I refer to your application dated **16 Oct 2020** on the above matter.

Please be informed that your application for **Change Business Name Details** for **Steamboat Chronicles and Friends** has been received by the Registry of Business Name and will be duly reviewed.

The Registry of Business Name will inform you of the outcome of the review as soon as possible.

Yours faithfully,

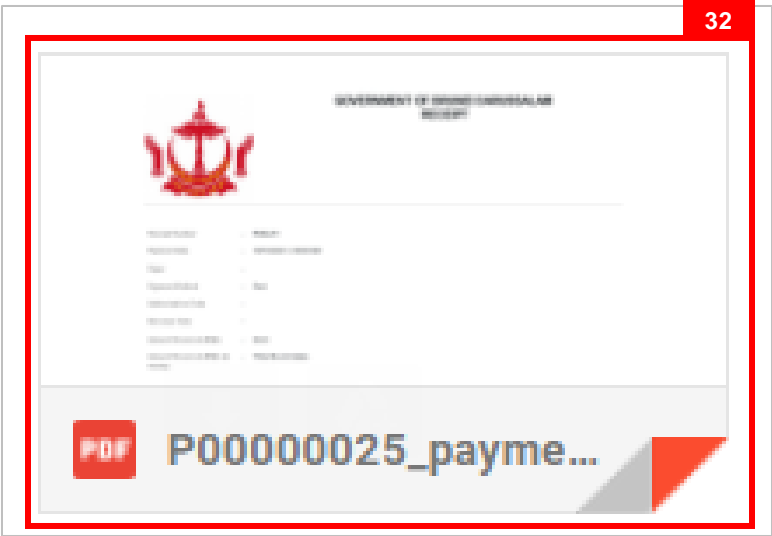
FOR REGISTRAR OF Business Name
Ministry of Finance and Economy,
Brunei Darussalam

Copyright © Brunei Darussalam 2020. All Rights Reserved.


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

OCP - Business Name

Also attached in the email will be the **Receipt of payment.**



32. Click on the attachments to view the document.



GOVERNMENT OF BRUNEI DARUSSALAM
RECEIPT

Receipt Number	RCBL846
Application Number	CRS2011053
Payment Date	05-Nov-2020
Payer	Muhammad Daniel
Payment Method	Card
Authorization Code	
Revenue Vote	R93012
Amount Received (BND)	30.00
Amount Received (BND) (in words)	Thirty Dollars Only

Description	Fee
Change Business Name Details	BND 30.00
Adjustment Amount	BND 0.00
Total Amount	BND 30.00

After **approval** has been made, applicant will receive an email **Change of Details**

Change of Details Steamboat Chronicles and Friends



كـمـنـتـرـيـن كـو اـغـن دـان اـيـكـونـومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P00000025**

Sending Date: **16 Oct 2020**

Business Name

Steamboat Chronicles and Friends

Dear Sir/Madam,

We refer to your application dated **16 Oct 2020**.

Please be informed that the submitted application to change the details for **Steamboat Chronicles and Friends** has been reviewed and approved by the Registry of Business Names.

Please find attached the latest Certificate and Business Extract for your records.

Yours faithfully,

FOR REGISTRAR OF BUSINESS NAMES

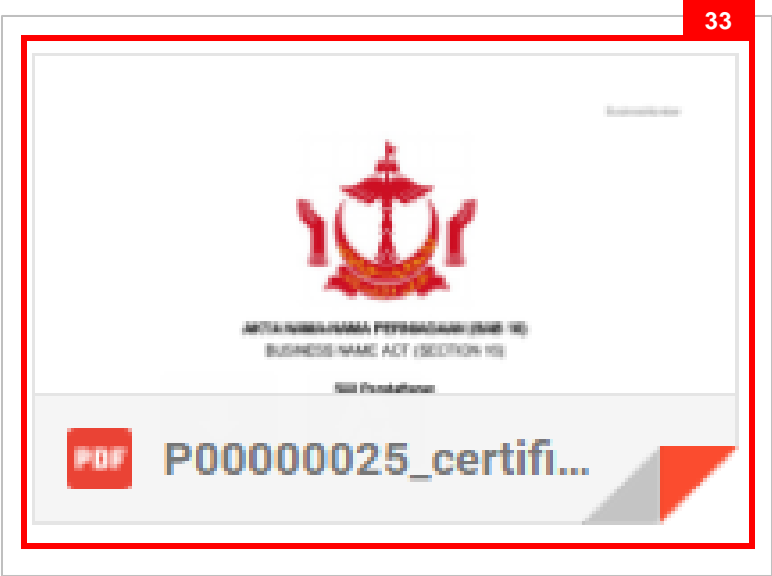
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Business Name

Also attached in the email will be the **Receipt of payment**.



33. Click on the attachments to view the document.

The **Certificate of Registration.**

BusinessNumber



AKTA NAMA-NAMA PERNIAGAAN (BAB 16)
BUSINESS NAME ACT (SECTION 16)

Sijil Pendaftaran
Certificate of Registration

Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama Perniagaan telahpun One wordNoteddilakukan berhubung dengan perniagaan yang dijalankan di
I hereby certify that registration pursuant to the Business Names Act has been effected in respect of a business carried on at BusinessAddress

Di bawah Nama Perniagaan
Under the Business Name of

Steamboat Chronicles and Friends
*(fka: Steamboat Chronicles and Friends)

Ditandatangani, di Bandar Seri Begawan, pada 6 Haribulan 10 2020
Given under my hand, at Bandar Seri Begawan, this 6 day of 10 2020

brunei

BusinessNameSignatureName
Pendaftar Nama-Name Perniagaan
REGISTRAR OF BUSINESS NAME
BRUNEI DARUSSALAM

The validation code for this Certificate of Registration is 1610202020111050. To check the validity of this certificate, enter {url + code} in your browser.

OCP - Business Name

After approval has been made:

My Entities

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

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No. CRS20101616

Bar and Grills

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Approved

17-Oct-2020

Application No. CRS2010171

Steamboat Chronicles and Friends

Approved

16-Oct-2020

Application No. CRS20101618

Steamboat Chronicles and Friends

Correspondence Details

No Information Available

Payment

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

View All

Penalty

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

View All

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft
15-Oct-2020	CRS2010154	Steamboat Chronicles and Friends	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Approved
16-Oct-2020	CRS20101618	Puzzles	Register a Business Name	Approved
16-Oct-2020	CRS20101617	Life and Bar	Register a Business Name	Approved

View All

Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Registered** .
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .

OCP - Business Name

CEASE BUSINESS NAME	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

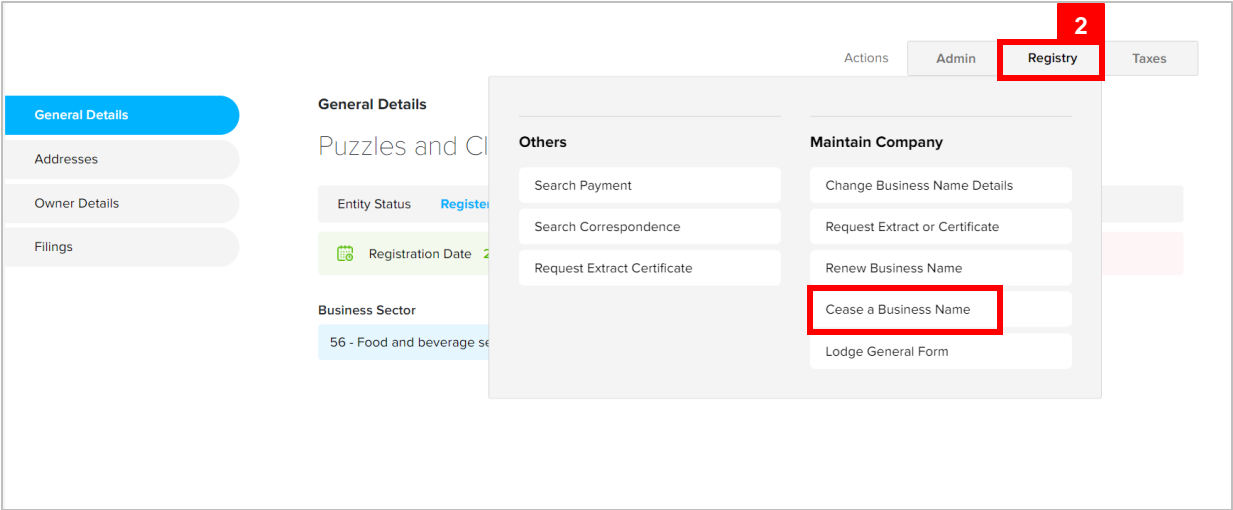
Paid on 25 May 2020

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

1. Click on a registered **Business Name** (Registration name starts with P).

OCP - Business Name

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



2. Click on the **Registry** tab and click on **Cease a Business Name** .

OCP - Business Name

The **Change Business Name Details** page will appear.

Cease a Business Name

Reason for Cessation *

Ceased to carry on business.

Declaration Date

17-Oct-2020

Letter of Cessation *

Upload File

Cessation Declaration.pdf

Submit

Cancel

3. Enter the details for **Cease a Business Name** section as per the example below.

Field	Example
Reason for Cessation	Ceased to carry on business
Declaration Date	17-Oct-2020 <i>Default to today's date. Date must be greater than registration date. Date cannot be future date.</i>

4. Click on the

Upload File

 to upload the **Letter of Cessation**.
5. Click on the

Submit

 button.

OCP - Business Name

You will be redirected to the OCP dashboard page.

My Entities

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

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No CRS20101616

Bar and Grills

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

16-Oct-2020

Application No CRS20101618

Steamboat Chronicles and Friends

Approved

16-Oct-2020

Application No CRS20101617

Steamboat Chronicles and Friends

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services
Renewal Restration

30 BND

Paid on 25 May 2020

Unfinished Businesses

NOTE

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Pending Review
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101618	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CRS20101617	Steamboat Chronicles and Friends	Change Business Name Details	Approved
16-Oct-2020	CRS2010168	Puzzles	Register a Business Name	Approved

View All

Note:

- The submitted application Cease a Business Name will be displayed under the **Unfinished Business** section.
- The **Pending Review** button indicates that the application is currently pending review.
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

OCP - Business Name

After **approval** has been made, applicant will receive an email **Approved – Cease Business Name**.

Approved - Cease Business Name For Steamboat Chronicles and Friends



Reference No: **P00000025**
Sending Date: **17 Oct 2020**

Steamboat Chronicles and Friends

Dear Sir/Madam,

Please be informed that the submitted **Cease Business Name** for **Steamboat Chronicles and Friends** has been reviewed and approved by Registry of Business Name.

Yours faithfully,

FOR REGISTRAR OF Business Name
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.

OCP - Business Name

After approval has been made:

My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	Registered
P00000026	Tuition School	BusinessOwner	NOTE
P00000025	Steamboat Chronicles and Friends	BusinessOwner	Ceased

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No CRS20101616

Bar and Grills

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Approved

17-Oct-2020

Application No CRS2010171

Steamboat Chronicles and Friends

Approved

16-Oct-2020

Application No CRS20101618

Steamboat Chronicles and Friends

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft
15-Oct-2020	CRS2010154	Steamboat Chronicles and Friends test 23	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Approved
16-Oct-2020	CRS20101618	Puzzles	Register a Business Name tails	Approved
16-Oct-2020	CRS20101617	Life and Bar	Register a Business Nameetails	Approved

View All

Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Ceased** .
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .
- The business name will be available to be used and registered as a new business name.

76

OCP - Business Name

RENEW BUSINESS NAME	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change
Paid on 25 May 2020
Online

30 BND

Penalty

View All

ABC Computer Services
Renewal Registration
Paid on 25 May 2020

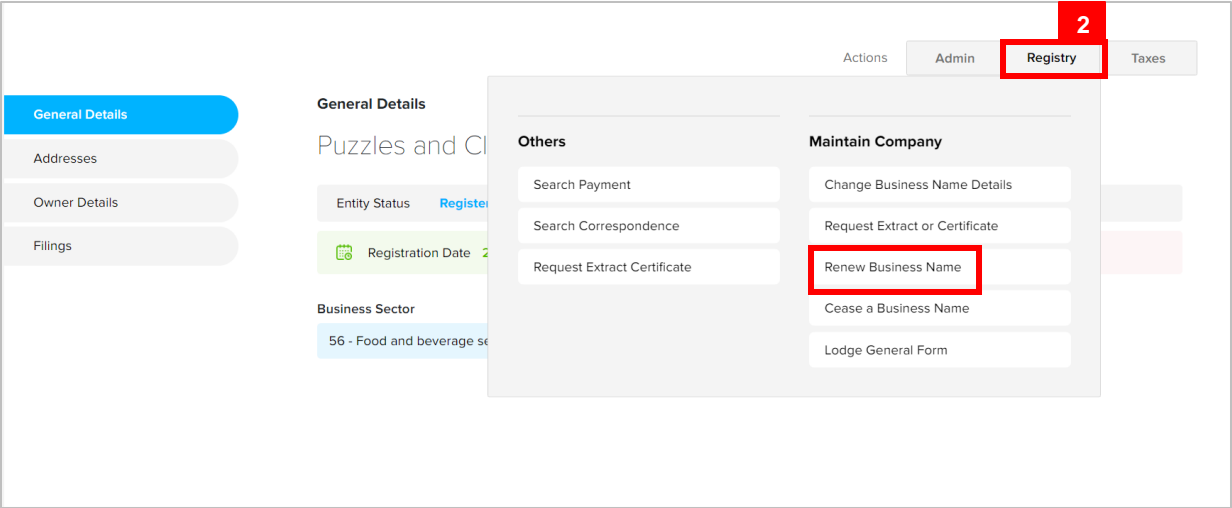
30 BND

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

1. Click on a registered **Business Name** (Registration name starts with P).

OCP - Business Name

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



2. Click on the **Registry** tab and click on **Renew Business Name** .

OCP - Business Name

The **Renew a Business Name** page will appear.

Back

Renew a Business Name

Business Name Renewal for 31-Oct-2020

If the details displayed are not correct then save the application and use the relevant service to make the appropriate corrections.
You must then return and complete this Renewal.

General Details

Tuition School

P00000026

Entity Status

Registered

Business Name Type

Sole Proprietor

Registration Date

31-Oct-2019

Renewal Due Date

31-Oct-2020

Business Sector

Education

Confirm General Details as Correct

Addresses

Principal Place of Business

Start Date: 07-Oct-2020

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Confirm Address Details as Correct

Owner Details

Individual

Identification Document

IC-Yellow

Identification Document Number

01048181

Date Of Birth

14-Jun-1992

Full Name

Muhammad Ashraf

Nationality

Brunei Darussalam

Gender

Male

Residential Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam

Position

Self-employed

Telephone

673 8600697

Email

luciano.sipun@dynamiktechnologies.com.bn

Appointment Date

07-Oct-2020

Confirm Owner Details as Correct

Submit

Cancel

3. Review the **General Details** section and click on the

☒ Confirm General Details as Correct

4. Review the **Addresses** section and click on the

☒ Confirm Address Details as Correct

OCP - Business Name

5. Review the **Owner Details** section and click on the ☒ Confirm Owner Details as Correct checkbox.

Note:

- Business Name can only be renewed one month before the **Renewal Due Date**.
- If any of the sections are incorrect, click on the and update the details via **Change Business Name Details** function.

6. Click on the button.

The **Payment** page will appear.

Payments

Application ID : CRS2010193

Tuition School (P00000026)

Business Name - Renew Business Name

Renew business name

BND 30.00

Total Amount **BND 30.00**

Payment Method

☐ Credit Card

☐ Pay over the counter

Proceed

Note:

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.

OCP - Business Name

Payment Method – Credit Card

Payments

Application ID : CRS2010193

Tuition School (P00000026)


Business Name - Renew Business Name


Renew business name

BND 30.00

Total Amount **BND 30.00**

Payment Method

☒ Credit Card

☐ Pay over the counter

Proceed

Note:

- For payment via credit card, refer to the *User Guide on Payments* which can be found under OCP’s Homepage, Resources and Guides.

OCP - Business Name

Payment Method – Pay Over The Counter

Payments

NOTE

Application ID : CRS2010193

Tuition School (P00000026)

Business Name - Renew Business Name

Renew business name

BND 30.00

Total Amount **BND 30.00**

Payment Method

☐ Credit Card

☒ Pay over the counter

You may pay by cash or cheque by going to our counter :-

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION

Level 1, Island Block, Ministry of Finance and Economy Building

Commonwealth Drive, BB3910

Brunei Darussalam

Business Hours :

Monday to Thursday (8.00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

Please note the total payment and quote your Application ID e.g. CRSxxxxxxx for payment at counter.

7

Exit

Note:

- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.

7. Click on the

Exit

 button.

OCP - Business Name

The OCP dashboard page will appear.

My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	Registered
P00000025	Steamboat Chronicles and Friends	BusinessOwner	Ceased
P00000017	Tuition School	BusinessOwner	Registered

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No **CRS20101616**

Bar and Grills

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Approved

19-Oct-2020

Application No **CRS2010192**

Tuition School

Approved

19-Oct-2020

Application No **CRS2010191**

Abd Events and Entertainment

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services
Renewal Restriction

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
19-Oct-2020	CRS2010193	Tuition School	Renew Business Name	Pending Payment
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft

View All

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
19-Oct-2020	CRS2010192	Abd Events and Entertainment	Renew Business Name	Approved
19-Oct-2020	CRS2010191	Abd Events and Entertainment	Change Business Name Details	Approved
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Approved

View All

Note:

- The unpaid application Renew Business Name will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

83

OCP - Business Name

After payment has been made:

My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	Registered
P00000025	Steamboat Chronicles and Friends	BusinessOwner	Ceased
P00000017	Tuition School	BusinessOwner	Registered

View All

Unfinished Businesses

Draft

16-Oct-2020

Application No CRS20101616

Bar and Grills

05 Days Remaining14 Days

Complete your business registration process before cancellation

View Details

Approved

19-Oct-2020

Application No CRS2010192

Tuition School

Approved

19-Oct-2020

Application No CRS2010191

Abd Events and Entertainment

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Restriction

Paid on 25 May 2020

30 BND

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
19-Oct-2020	CRS2010192	Abd Events and Entertainment	Renew Business Name	Pending Payment
16-Oct-2020	CRS20101616	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	CRS2010156	Steamboat Chronicles and Friends	Change Business Name Details	Draft

View All

NOTE

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
19-Oct-2020	CRS2010193	Tuition School	Renew Business Name	Approved
19-Oct-2020	CRS2010191	Abd Events and Entertainment	Change Business Name Details	Approved
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Approved

View All

Note:

- After payment has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .
- Renewing Business Name requires no approval from ROCBN.

84

OCP - Business Name

After payment has been made, applicant will receive an email **Submitted – Renewed Business Name**.

Submitted - Renew Business Name For Tuition School P00000026



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MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **P00000026**
Sending Date: **19 Oct 2020**

Business Name

Tuition School.

Dear Sir/Madam,

I refer to your application dated **19 Oct 2020** on the above matter.

Please be informed that your application for **Renew Business Name** for **Tuition School** has been received by the Registry of Business Name and will be duly reviewed.

The Registry of Business Name will inform you of the outcome of the review as soon as possible.

Yours faithfully,

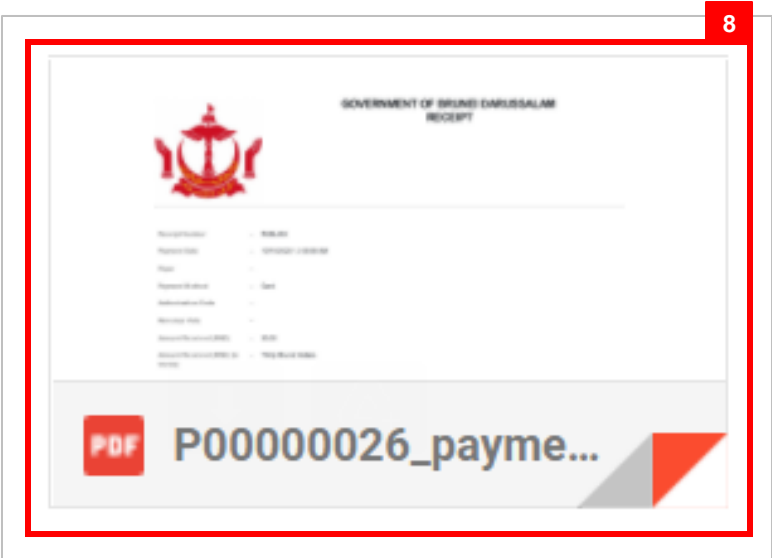
FOR REGISTRAR OF Business Name
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Business Name

Also attached in the email will be the **Receipt of payment.**



8. Click on the attachments to view the document.



GOVERNMENT OF BRUNEI DARUSSALAM
RECEIPT

Receipt Number

RCBL846

Application Number

CRS2011053

Payment Date

05-Nov-2020

Payer

Muhammad Daniel

Payment Method

Card

Authorization Code

Revenue Vote

R93012

Amount Received (BND)

30.00

Amount Received (BND) (in words)

Thirty Dollars Only

Description	Fee
Renew Business Name	BND 30.00
Adjustment Amount	BND 0.00
Total Amount	BND 30.00

OCP - Business Name

LODGE GENERAL FORM	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

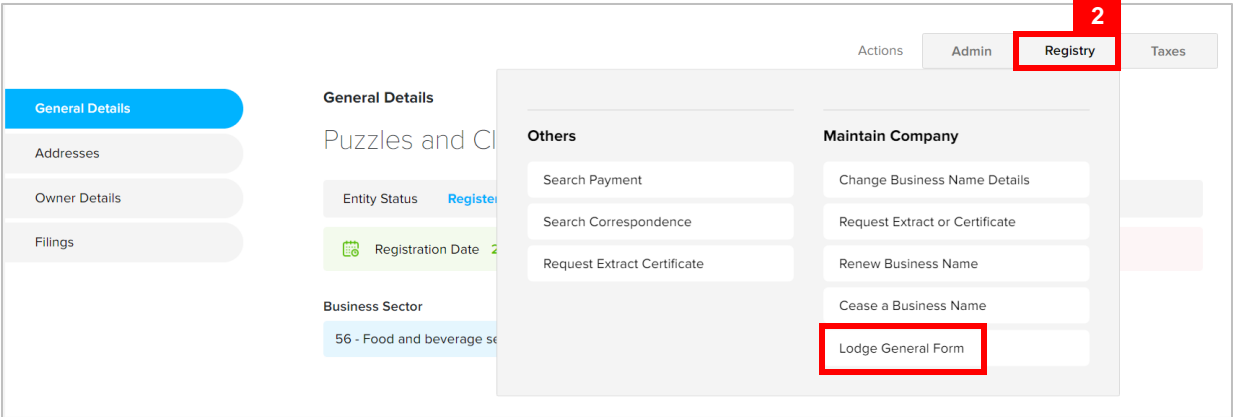
Paid on 25 May 2020

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

1. Click on a registered **Business Name** (Registration name starts with P).

OCP - Business Name

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



- 2. Click on the **Registry** tab and click on **Lodge General Form** .

OCP - Business Name

The **Lodgement of Documents** page will appear.

Lodgement of Documents

Puzzles and Clues

P300000063

3

Document Name *

Business Name Registry

Effective Date *

05-Nov-2020

4

Documents to be uploaded

General Form of Application to the Register *

Choose Files

Supporting Documents

Choose Files

3. Enter the details for **Lodgement of Documents** section as per the example below.

Field	Example
Document Name	Business Name Registry
Effective Date	<i>Today's date will be auto-populated as default.</i> <i>Date must be equal to or after the incorporation date.</i>

4. It is compulsory to upload the **General Form of Application to the Register**.

Click on the

Choose Files

 button to upload the document.

OCP - Business Name

5

General Form of Application to the Register *

Business Name Registry.png
0.0 MB Ready to upload

Upload File

Choose Files

Supporting Documents

Choose Files

5. Click on the **Upload File** button to upload the file.

The file will be uploaded.

Lodgement of Documents

Puzzles and Clues P300000063

Document Name *

Business Name Registry

Effective Date *

05-Nov-2020

Documents to be uploaded

General Form of Application to the Register *

Business Name Registry.png

Choose Files



Supporting Documents

Choose Files

6

Submit

Cancel

	To download the uploaded file.
	To delete the uploaded file.
<div>Clear All</div>	To delete all uploaded additional file.
<div>Choose Files</div>	To upload additional file.

6. Click on the **Submit** section.

90

OCP - Business Name

The **Payment** page will appear.

Payments

Application ID : CRS2011051

Puzzles and Clues (P300000063)

Business Name - Lodge General Form of Application to the Register


Fee - Lodge General Form of Application to the Register


BND 10.00

Total Amount

BND 10.00

Payment Method

☐ Credit Card

☒ Pay over the counter

NOTE

Note:

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.

OCP - Business Name

Payment Method – Credit Card

Payments

Application ID : CRS2011053

Puzzles and Clues (P300000063)

Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register

BND 10.00

Total Amount BND 10.00

Payment Method



Credit Card



Pay over the counter



Proceed

Note:

- For payment via credit card, refer to *User Guide – Payment*.

OCP - Business Name

Payment Method – Pay Over The Counter

Payments

NOTE

Application ID : CRS2011053

Puzzles and Clues (P300000063)
Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register

BND 10.00

Total Amount

BND 10.00

Payment Method

☐ Credit Card

☒ Pay over the counter

You may pay by cash or cheque by going to our counter :-

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION
Level 1, Island Block, Ministry of Finance and Economy Building
Commonwealth Drive, BB3910
Brunei Darussalam

Business Hours :
Monday to Thursday (8.00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

Please note the total payment and quote your Application ID e.g. CRSxxxxxxx for payment at counter.

7

Exit

Note:

- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

7. Click on the

Exit

 button.

OCP - Business Name

The OCP dashboard page will appear.

NOTE

Unfinished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Pending Review
05-Nov-2020	CRS2011051	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment
View All				

Note:

- The unpaid application Renew Business Name will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

After payment has been made,

NOTE

Finished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Approved
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Rejected
21-Oct-2020	CRS20102121	The Lot	Register a Business Name	Approved
View All				

Note:

- After payment has been made, the business name will be displayed under the **Finished Business** section with the status **Approved** .
- **Lodge General Form** requires no approval from ROCBN.

OCP - Business Name

After payment has been made, applicant will receive an email **Submitted – Lodge General Form of Application.**

Submitted - Lodge General Form of Application to the Register For Puzzles and Clues P300000063



Reference No: **P300000063**
Sending Date: **05 Nov 2020**

[Business Names](#)

Puzzles and Clues.

Dear Sir/Madam,

Title: **Puzzles and Clues**

We refer to your application dated **05 Nov 2020** on the above matter.

Please be informed that your application for **Lodge General Form of Application to the Register for Puzzles and Clues** has been received by the Registry of Business Names and will be duly reviewed.

The Registry of Business Names will inform you of the outcome of the review as soon as possible.

Yours faithfully,

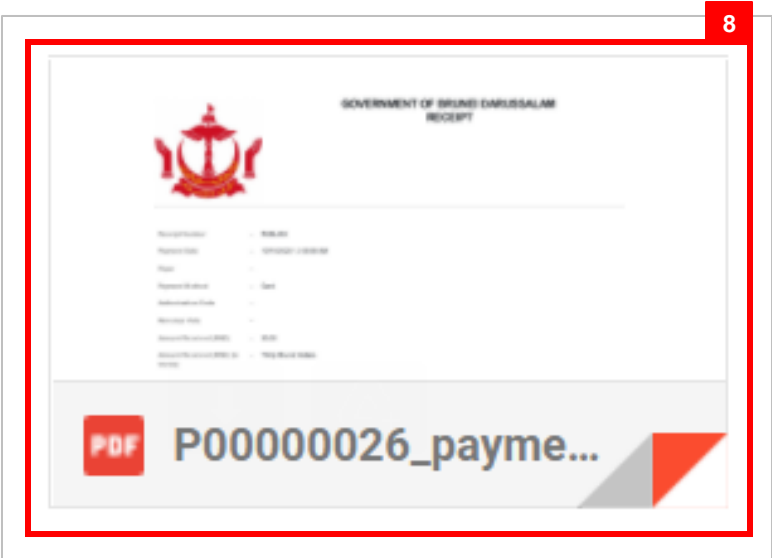
FOR REGISTRAR OF BUSINESS NAME
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Business Name

Also attached in the email will be the **Receipt of payment.**



8. Click on the attachments to view the document.



GOVERNMENT OF BRUNEI DARUSSALAM
RECEIPT

Receipt Number

RCBL846

Application Number

CRS2011053

Payment Date

05-Nov-2020

Payer

Muhammad Daniel

Payment Method

Card

Authorization Code

Revenue Vote

R93012

Amount Received (BND)

10.00

Amount Received (BND) (in words)

Ten Dollars Only

Description	Fee
Lodge General Form of Application to the Register	BND 10.00
Adjustment Amount	BND 0.00
Total Amount	BND 10.00

OCP - Business Name

SEARCH BUSINESS NAME (INTERNAL USER)	Applicant
	Online User

Internal User / Authorised External User / Unauthorised External User / User without OCP Account can search for entities (Business Names, Companies or Limited Liability Partnership) registered in OCP.

User	Definition
Authorised External User	Public user searching for entities that is related to the user
Unauthorised External User	Public user searching for entities that is not related to the user
User without OCP Account	Public user that has no OCP account, using the search function on the OCP front page

Navigate to the OCP dashboard.

Dashboard

1

Search

Search Register

Search Register Role

Payments

EPG

Bankruptcy List

Admin

Reports

Help

Work Summary

Newly Registered Business Names
0
19-Oct-2020

Newly Registered Limited Liability Partnerships
0
19-Oct-2020

Newly Registered Local Companies
0
19-Oct-2020

Newly Registered Foreign Companies
0
19-Oct-2020

Newly Registered Users
0
19-Oct-2020

Payment Received Over Counter
13-Apr-2020

BND 2,000.00

Payment Received Over Other Channels
13-Apr-2020

BND 5,000.00

Work Queue

Updated Date	Application No	Entity Name	Description	Team	Status
08-Oct-2020	CRS2010088	KFC Holdings Limited	Lodgment for Involuntary Winding Up	REG	Active
07-Oct-2020	CRS20100715	ABC LLP	Change of Limited Liability Partnership Name	REG	Active
07-Oct-2020	CRS20100711	UFF LLP	General Lodgement Forms	REG	Active

View All


Recently Approved

Approved Date	Application No.	Entity Name	Description	Approved By	Status
19-Oct-2020	CRS2010192	Tuition School	Renew Business Name		Appro...
19-Oct-2020	CRS2010191	Abd Events and Entertainment	Change Business Name Details	Muhammad Ashraf	Appro...
17-Oct-2020	CRS2010171	Steamboat Chronicles and Friends	Cease Business Name	Muhammad Ashraf	Appro...
16-Oct-2020	CRS20101618	Steamboat Chronicles and Friends	Change Business Name Details	Muhammad Ashraf	Appro...

1. Click on the  icon and click  .

OCP - Business Name

The **Register Search** page will be displayed.



گمترین کواغن دان ایکنومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

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Portal

V 0.4.0 Alpha

Dashboard

Search

Payments

EPG

Register Search

Item Name or Number

Contains

Register Type

Business Name

Advanced Search

Search

Reset

2. Enter the details for **Register Search** section as per the example below to search for existing Business Name.

Field	Example
Item Name or Number	<i>Leave this field blank to display the full list of Business Name</i>
Register Type	Business Name

3. Click on the


Search

 button.

<div>Reset</div>	To clear the fields.
------------------	----------------------

OCP - Business Name

The **Search Results** will be displayed below the **Register Search** section.



كمتيرين كوڠن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

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Portal
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Dashboard

Search

Payments

EPG

Bankruptcy
List

Admin

Reports

Help

Register Search

Item Name or Number

Contains

Register Type

Business Name

Advanced Search

Search

Reset

Searched Results

Displaying 1 - 30 of 30 results

<<

<

1

>

>>

NOTE

ABCD Trading (P00000001)

Registration Date

Entity Type

Entity Status

Principal Place of Business

12-Sep-2020

Business Name

Registered

Address 1, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussalam

Bello Cafe (P00000002)

Registration Date

Entity Type

Entity Status

Principal Place of Business

14-Sep-2020

Business Name

Registered

Address 1, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam

Cottage (P00000003)

Registration Date

Entity Type

Entity Status

Principal Place of Business

14-Sep-2020

Business Name

Registered

Address 1, Mukim 1, Village 1, BB1414, Brunei Muara, Brunei Darussalam

Note:

- For the search results, the following information are displayed:
 - Entity Name
 - Entity Number
 - Registration Date
 - Entity Type
 - Entity Status
 - Principal Place of Business
 - Internal User / Authorised External User will be able to click on the Business Name to view the entity details.
4. Click on the business name link.

OCP - Business Name

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

General Details

Addresses

Owner Details

Filings

General Details

Bello cafe P00000002

Entity StatusRegistered

Business Entity TypeSole Proprietor

Registration Date14-Sep-2020

Renewal Due Date14-Mar-2022

Business Sectors

Crop and animal production, hunting and related services activities

Note: Internal User will be able to view the following details of the business name:

- General Details
- Addresses
- Owner Details
- Filings

OCP - Business Name

SEARCH BUSINESS NAME (EXTERNAL USER)	Applicant
	Online User

Internal User / Authorised External User / Unauthorised External User / User without OCP Account can search for entities (Business Names, Companies or Limited Liability Partnership) registered in OCP.

User	Definition
Authorised External User	Public user searching for entities that is related to the user/business/company
Unauthorised External User	Public user searching for entities that is not related to the user/business/company
User without OCP Account	Public user that has <u>no</u> OCP account, using the search function on the OCP front page

Navigate to the OCP dashboard.

1

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	Registered
P00000025	Steamboat Chronicles and Friends	BusinessOwner	Ceased
P00000017	Tuition School	BusinessOwner	Registered

View All

Unfinished Businesses

Finished Businesses

Correspondence Details


Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
19-Oct-2020	CR52010193	Tuition School	Renew Business Name	Pending Payment

1. Click on the  icon.

OCP - Business Name

The **Register Search** page will be displayed.



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Search

Dashboard

My Entities

Register Search

Item Name or Number

Contains

Register Type

Business Name

Advanced Search

Search

Reset

2. Enter the details for **Register Search** section as per the example below to search for existing Business Name.

Field	Example
Item Name or Number	Leave this field blank to display the full list of Business Name
Register Type	Business Name

3. Click on the

Search

 button.

<div>Reset</div>	To clear the fields.
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OCP - Business Name

The **Search Results** will be displayed below the **Register Search** section.

Purchased Items

Verify Document

Payment Search

Help

Searched Results

Displaying 1 - 30 of 30 results

ABCD Trading (P00000001)

Registration Date12-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussalam

Request Information

Bello Cafe (P00000002)

Registration Date14-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam

Request Information

Cottage (P00000003)

Registration Date14-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB1414, Brunei Muara, Brunei Darussalam

Request Information

Note:

- For the search results, the following information are displayed:
 - Entity Name
 - Entity Number
 - Registration Date
 - Entity Type
 - Entity Status
 - Principal Place of Business
- Only Authorized External User will be able to click on the Business Name to view the entity details. See page 89-90.
- Both Authorized External User and Unauthorized External User can request for information of any business name.

4. Click on the

Request Information

 button.

OCP - Business Name

The **Business Name Extracts** section will appear.

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+ New Entity

6

Items - BND 30.00

Searched Results

Displaying 1 - 30 of 30 results

« < 1 > »

ABCD Trading (P00000001)

Incorporation Date12-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussalam

Request Information

Business Name Extracts

Request of Information – Business Names Profile as at 19-Oct-2020BND 30.00Buy

Historical – Business Name ProfileBND 10.00Buy

Bello Cafe (P00000002)

Incorporation Date14-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam

Request Information

Cottage (P00000003)

Incorporation Date14-Sep-2020

Entity TypeBusiness Name

Entity StatusRegistered

Principal Place of BusinessAddress, Mukim 1, Village 1, BB1414, Brunei Muara, Brunei Darussalam

Request Information

Note: External User can purchase the following information of a business name:

- Request of Information - Business Names Profile
- Historical – Business Name Profile

5. Click on the

Buy

 button.

The selected cost of information will be added to the shopping cart.

6. Click on the icon.

104

OCP - Business Name

The **Shopping Cart** section will appear.

Shopping Cart

NOTE

List of Items

P00000001

SHEHAN TEST BUSINESS NAME

Request of Information – Business Names Profile as at 06-Nov-2020

BND 30.00

Delete

Grand Total

BND 30.00

7

Email Address *

nick.sipun@gmail.com

8

☒ I/We hereby acknowledge that the purchase of online information for the migrated entities (P00000001-P00104395, RC00000001-RC00001096, RFC00000001-RFC00000890) may contain information that require further verification by the Registry. I/We hereby declare that I/We wish to proceed with purchasing the information. I/We understand and agree that this transaction is final and irrevocable, and that it is not subject to any cancellation or amendments.

9

Checkout

Clear Shopping Cart

Cancel

Note:

- This list will display the list of item(s) that the user will be paying for.

7. Enter the email address of the requestor as per below.

Field	Example
Email address	nick.sipun@gmail.com

8. Click on the checkbox to acknowledge the purchase that is going to be made.

9. Click on the

Checkout

 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.

<div>Delete</div>	To delete an item from the item list.
<div>Clear Shopping Cart</div>	To clear the shopping cart.
<div>Cancel</div>	To cancel the purchase.