

ONE • COMMON • PORTAL

User Guide Business Names

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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| REGISTERING A | Applicant |
|----------------------|-------------|
| BUSINESS NAME | Online User |

Navigate to the OCP dashboard.

| Note Use Role Use Role State Search Unfinished Businesses Finished Businesses Correspondence Details Pacification Wy Lettines Wy Lettines Purchard Pur | | Come Common Portal V0.3.0 Alpha NUNSTRY OF FINANCE AND ECONOMY EXEMPT: DARUSSALAM | | | | | | New Entity |
|--|-----------|---|---------------------|-------|------------------------|---------------|---|------------|
| Image: search Correspondence Details Image: search Exercise Exercise Image: search Finished Businesses Correspondence Details Image: search Image: search Image: search Image: search Image: search Image: search Image: search Image: search Image: search Image: search | | My Entities | | | | | | 38 |
| Seach Unfinished Businesses Finished Businesses Correspondence Details Image: Best down of the search of the searc | | Registration No | N | ame | User R | ole | | Status |
| Betabased Image: Second seco | | | | | - | | | |
| Persite with left left left left left left left left | | Untinished Businesses | Finished Businesses | | Correspondence Details | 5 | | |
| My Entities Purchated Items Vertry All Vertry Nerry Vertry Vertry Vertry All Supper Kills Top's Supper Kills Top's Document Vertry Vertry Vertry Vertry Vertry Vertry Vertry Vertry Vertry Vertry Vertry V | | | | | | | | |
| Parchaed Bern Payment Ven Al Penalty Ven Al Super Kids Toys Verify Verify 30 BND Aller Computer Services Relations 30 BND Verify Verify Paid on 25 May 2020 Online Computer Services Relations 30 BND Q Unfinished Businesses Verify Verify Verify | | | | | | No Informatio | n Available | |
| Perchand Remos Perchand Perch | | | | | | | | |
| Super Kids Toys 30 BND ABC Computer Services 30 BND Verify Verify Paid on: 25 May 2020 Online Paid on: 25 May 2020 Online | Purchased | | | | Payment | View All | Penalty | View All |
| Verfy Document Unfinished Businesses | ttems | | | | | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| Occurrent Unfinished Businesses | | | | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | | |
| Payment Application Data Application No. Entity Name Description Status | q | Unfinished Businesses | | | | | | |
| Search Application vate Application No. Entity Name Vescription Status | | Application Date | Application No. | Entit | y Name | Description | Status | |
| View Al | | | | View | All | | | |

1. Click on the **Here Entity** button.

The Create Your First Business page will appear.



2. Click on the

4.

The Register a Business Name page will appear.

| ter a Business Name | | | | |
|--|---|--|---|-------------------------------|
| Important Information | General Details | Address Details | Owner Details | Review |
| Important Information | | | | |
| Dear Sir / Madam, | | | | |
| You are about to register a busines: | a name (sole-proprietorship or partnersh | nip) under the Business Names Act, Cap. 92 | 2, please take note of the following: | |
| a) A business name is required to r | enew its registration before the expiry o | of the renewal period. | | |
| b) Any individual who runs a busing transaction under the Record Ke | | ords of every transaction carried out in res | pect of the business for a period of at least | t five years from the date of |
| | | 3 | | |
| ✓ I / We have read the above no | tice and duly take note of the requirem | ents as stated above. | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | 4 | |
| | | | Next | Save & Exit Cancel |
| | | | | |

3. Read through the important information and click on the

| Click on the Next button. | |
|---------------------------|--|

The General Details section will appear.

| 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 × | |
| Ministry Of Education | m the following licens Choose Fil | | |
| | - | | |
| | - | | |
| Ministry Of Education | Choose Fil | | |
| Ministry Of Education IMPORTANT:Any submitted applicatio It is the responsibility of the applicant t resembles names that are already regi | Choose Fil ns are deemed to hav to ensure that the nam istered under the Busi 10. The name will be n | es | |

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 |

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 | The proposed name is similar or identical to an existing registered / proposed Business Name. |
| will be subject to Registrar review and may be subsequently rejected. | 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? * | O 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.

| Important Information | General Details | Address Details | | Owner Details |
|--|---|--|----|---------------|
| General Details | | | | |
| Proposed Name * | Т | iition School | | Validate |
| | т | he proposed name is available to register! | | |
| Entity Type | s | ble Proprietor | \$ | |
| Business Sector * | 8 | 85 - Education × | • | |
| Licensing Authority Approval Please attach evidence of approv | val from the following licensing a | uthorities: | 7 | |
| Ministry Of Education | MoE cert.jpg 0.2 MB Rea Upload File | dy to upload | ٥ | |
| | Choose Files | | | |

7. Click on the

Upload File

button to upload the file.

The file will be uploaded.

| Ministry Of Education | MoE cert.jpg | |
|---|---|---|
| | Choose Files | |
| IMPORTANT: Any submitted applica | ations are deemed to have been thoroughly reviewed | l by the applicant. |
| | | |
| resembles names that are already r Limited Liability Partnerships Order | ant to ensure that the name of the company applied is registered under the Business Names Act (Cap. 92), C ; 2010. The name will be rejected if it is already used obscene or undesirable. | Companies Act (Cap. 39) or |
| resembles names that are already r Limited Liability Partnerships Order, infringes with any trademark or is o Please be informed that if the Regis that of any other registered busines | registered under the Business Names Act (Cap. 92), C ; 2010. The name will be rejected if it is already used | Companies Act (Cap. 39) or by another business or if it is undesirable, identical to bility partnership or |

8. Click on the

Next button.

| | To download the uploaded file. |
|--------------|--|
| 8 | 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. |

The Address Details section will appear.

| 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 Danasiam 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 |
| | KA1531 |
| Postal Code | Filling in the postal code will auto populate the Mukim and Village field. |
| Mukim | Kuala Belait |
| Village | Kg Mumong A |
| District | Belait |

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 Additic | onal Address | Added Addresses | |
| Address * | | | 1 Principal Place of Business 54, SPG 64, Jalan Jaya Indera, Kampung M Kuala Belait, Kg Mumong A, Belait, Brunei | |
| Postal Code * | | | | |
| Mukim * | | | | |
| Village * | | | | |
| District * | | \$ | | |
| Country * | Brunei Darussalam | \$ | | |
| | Add Address Clear | | | |
| | | | 11 | |
| | | | | Save & Exit Cancel |

Note:

• Repeat steps 8 – 9 to add additional addresses.

Next

• The second (and more) addresses will be automatically be categorized as Additional Address.

| 11. | Click on the |
|-----|--------------|
| | • |

button.

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

The **Owner Details** section will appear.

| wner Details wner Type * entification Document * | Individual | 12 | |
|--|---|-----------|--|
| vner Type * | Individual | | |
| | Individual | | |
| entification Document * | | \$ | |
| | IC-Yellow | \$ | |
| entification Document umber * | 01048181 | | |
| ate of Birth * | 14-Jun-1992 | Ë | |
| II Name * | Muhammad Ashraf | | |
| ationality * | Brunei Darussalam | \$ | |
| ender * | • Male Female | | |
| cidential Address | | | |
| sidential Address | | | |
| ldress * | 54, SPG 64, Jalan Jaya Indera, Kampung Mu | mong A, : | |
| | | | |
| | | | |
| stal Code * | KA 1531 | | |
| ukim * | Kuala Belait | | |
| llage * | Kg Mumong A | | |
| strict * | Belait | \$ | |
| ountry * | Brunei Darussalam | | |
| | | \$ | |
| ccupation * | Self-employed | \$ | |
| lephone * | Country * Number * | | |
| reprote | Add | | |
| nail * | | | |
| nail * | mul 13 mail.com | | |

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

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

13. Click on the

Add Owner

button to add owner.

| Add | |
|-----|--|
| Auu | |
| | |

To add additional telephone number.

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

| a Business Name | | | | |
|-------------------------------------|--------------------|-----------------|--|--|
| Important Information | General Details | Address Details | Owner Details | Review |
| Owner Details | | | Added Owners | |
| Owner Type * | Individual | \$ 1 | | ımad Ashraf |
| Identification Document * | | \$ | Identification Document IC-Yello Identification Document 010481 Number Date of Birth 14-Jun- | 81 |
| Identification Document Number * | | | Nationality Brunei | Darussalam G 64, Jalan Jaya Indera, Kampung g A, STKRJ, KA 1531, Kuala Belait nong A, Belait, Brunei Darussalan |
| Date of Birth * | DD-MMM-YYYY | ⊢= | Kg Mur Occupation Self-en Telephone 673 86 | ployed |
| Full Name * | | | Appointment Date 01-Jan- | 1970 Edit Delete |
| Nationality * | | \$ | | |
| Gender * | • Male Female | | | |
| Residential Address | | | | |
| Address * | | | | |
| | | | | |
| | | | | |
| Postal Code * | | | | |
| Mukim * | | | | |
| Village * | | | | |
| District * | | \$ | | |
| Country * | Brunei Darussalam | \$ | | |
| Occupation * | | \$ | | |
| | Country * Number * | | | |
| Telephone * | Add | | | |
| Email * | | | | |
| | Add Owner clear | | | |
| | | 14 | | |
| ID Evidence | Choose Files | | | |
| Resolution | Choose Files | | | |
| | | | | |
| | | | Prev Next | Save & Exit Cance |

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

Click on the

Choose Files

button to select ID document.

| ID Evidence | | 15 |
|-------------|----------------------------------|----|
| D Lvidence | ID.jpg 0.1 MB Ready to upload | 0 |
| | Upload File | |
| | Choose Files | |
| Resolution | Choose Files | |
| | | |

15. Click on the

button to upload the file.

The file will be uploaded.

Upload File

| ID Evidence ID.jpg | ID.jpg | | | | | |
|-------------------------|-------------------------|-------------|--------------|--|--|--|
| | Resolution Choose Files | ID Evidence | ID.jpg | | | |
| Resolution Choose Files | | | Choose Files | | | |
| | 16 | Resolution | Choose Files | | | |
| | 16 | | | | | |

16. Click on the

Next button.

| | To download the uploaded file. |
|--|-------------------------------------|
| 8 | 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. |

The **Review** section will appear.

| egister 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 |
| been complied with. I understand that the applicatic Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or th | in will be rejected if the Business Nan nited Liability Partnerships Order, 201 ation has been successfully registere re name of any corporation or limited | ne is already used and/or resembles names t 0; or if it infringes with any trademark or is ot d, the Registrar receives a valid complaint st | o the registration of the said Business Name incid that are already registered under the Business Na scene or undesirable. ating that the name undesirable, identical to that irect the business to change its name. | ames Act (Cap. 92), |
| | | | | 20 |
| | | | Prev Save & Exit Ca | incel 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

checkbox after all the sections have been reviewed.

- 19. Click on the <a>*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.

The **Payment** page will appear.

| Payments | |
|--|-------------------------|
| Application ID : CRS2009172 Tuition School Business Name - Register a Business Name | NOTE |
| Register a 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.

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 (5) |
| | 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.

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 of REGISTRY OF COMPANIES AND BUSINESS NAM Level 1, Island Block, Ministry of Finance and Econo Commonwealth Drive, BB3910 Brunei Darussalam | IES DIVISION |
| Business Hours : Monday to Thursday (8.00am to 11:00am, 2:30pm f | to 3:30pm) Saturday (8:00am to 11:00am) oplication ID e.g. CRSxxxxxx for payment at counter. |
| Flease note the total payment and quote your Ap | preation to e.g. crossss for payment at counter. |
| | 21 Exit |

Note:

• For payment over the counter, take note of the <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.

21. Click on the Exit button.

The OCP dashboard page will appear.

| My Entities | | | | | | |
|----------------------------------|---------------------|--------------------|-----------------------------------|---------------|---|---------------|
| Registration No | Ν | Name | User Ro | ole | | Status |
| | | View A | NI | | | |
| Unfinished Businesses | Finished Businesses | | Correspondence Details | 5 | | |
| | | | | | | |
| | | | | | | |
| | | | | No Informatio | on Available | |
| | | | | | | |
| | | | Payment | View All | Penalty | View All |
| | | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | NOTE |
| Unfinished Businesses | | | | | | |
| Application Date Application No. | Entity Name | Description | | | State | ıs |
| 15-Sep-2020 CRS20091512 | Tuition School | Register a Busines | ss Name | | Per | nding Payment |
| | | View A | MI | | | |
| Finished Businesses | | | | | | |
| Application Date | Application No. | Entity | Name | Description | Status | |
| | | View A | NII | | | |

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.

After payment has been made:

| My Entities | | | | | | | 38 |
|-------------------|-----------------|---------------------|--------------------|-----------------------------------|----------------|---|-------------|
| Registration No | | | Name View A | User Ro | ble | | Status |
| Unfinished Busine | sses | Finished Businesses | | Correspondence Details | 5 | | |
| | | | | | No Information |) Available | |
| | | | | Payment | View All | Penalty | View All |
| | | | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | | | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | NOTE |
| Unfinished Busine | sses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Statu | IS |
| 15-Sep-2020 | CRS20091512 | Tuition School | Register a Busines | ss Name | | Per | ding Review |
| | | | View A | All | | | |
| Finished Business | es | | | | | | |
| Application Date | | Application No. | Entity View A | Name | Description | Status | |

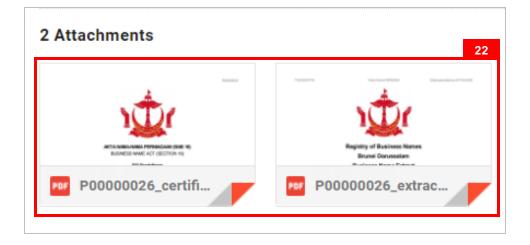
Note:

- 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.

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

| Registration of Business Name | e Tuition School 🄉 | Inbox × | |
|--|--|--|--|
| N. | <mark>ڪمنٽرين ڪواڅن دان ايڪونومي</mark> MINISTRY OF FINANCE AND ECONOMY BRUNEL DARUSSALAM | One Common Portal | |
| Reference No: P00000026 Sending Date: 07 Oct 2020 | | | |
| Business Name | | | |
| Tuition School | | | |
| | | | |
| Dear Sir/Madam, | | | |
| We refer to your application | n dated 07 Oct 2020 . | | |
| the Business Name Act (Cl | e business name, Tuition Sch napter 92). Please find attach Name, along with an extract | ed the Certificate of | |
| place of business. Whenev respect of which any firm, i lodged with the Registrar w individual or corporation ce | to be exhibited in a conspicu- er a change is made or occur ndividual or corporation is re rithin fourteen (14) days after eases to carry on business or eof must be lodged with the e on 07 Apr 2022 . | rs in any of the particulars in gistered, changes must be r such change. If any firm, abandons the use of its | |
| automatically to e-Amanah | ou also that your business er , Tabung Amanah Pekerja (T/ rja (TAP) & Supplemental Co sms. | AP). You will then receive | |
| also pleased to inform that agencies (such as Fire & S Quality Control and Safety | of Companies and Business you may be contacted via er afety Division, Fire & Rescue I Division, Ministry of Health) t his information will be used f premise (if any). | nail by other government Department and Food o obtain further information | |
| Protection (Fair Trading) O regulations, including the F Control (Cheap Sale Price) | to comply to the Competitio rder, 2011; and the Price Com rice Control (Display of Price Regulations. For more inforn on/cad or call JPKE at 22302 | s) Order and the Price nation, please visit the JPKE | |
| Yours faithfully, | | | |
| FOR REGISTRAR OF BUSINESS Ministry of Finance and Econor Brunei Darussalam | | | |
| Copyright © Brunei Darussalam 20 | 20. All Rights Reserved. | | |
| Please do not reply to this email. Emails sent to this address will no | t be answered. | | |
| | | | |

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-Name 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.

| 020 | | |
|-----|--|--|
| | | |
| | | |

Tuition School P00000026

Extract generated as at 07-Oct-2020



Registry of Business Names Brunei Darussalam Business Name Extract

| General Details | |
|--|---|
| Business Number | P0000026 |
| 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 | |
| Owners Individual Owner(s) | |
| | Muhammad Ashraf |
| Individual Owner(s) | Muhammad Ashraf Brunei Darussalam |
| Individual Owner(s) Full Name | |
| Individual Owner(s) Full Name Nationality | Brunei Darussalam 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Brunei |
| Individual Owner(s) Full Name Nationality Residential Address | Brunei Darussalam 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Brunei Darussalam, Belait, KA 1531, Kuala Belait, Kg Mumong A |

7102020207109

Extract Generated at as 07-Oct-2020

After approval has been made:

| My Entities | | | | | | | NOTE |
|--------------------|-----------------|---------------------|-------------------|-----------------------------------|--------------|---|------------|
| Registration No | Name | | | | | User Role | Status |
| P0000017 | Tuition School | | | | | BusinessOwner | Registered |
| | | | View | All | | | |
| Unfinished Busine | sses | Finished Businesses | | Correspondence Details | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | No Informati | on Available | |
| | | | | | | | |
| | | | | Payment | View All | Penalty | View All |
| | | | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | | | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | |
| Unfinished Busine | sses | | | | | | |
| Application Date | Application No. | Entity Name | Description | _ | | Sta | tus |
| | | | View | All | | | NOTE |
| Finished Businesse | es | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | tus |
| 07-Oct-2020 | CRS20100720 | Tuition School | Register a Busine | ss Name | | | pproved |
| | | | View | All | | | |

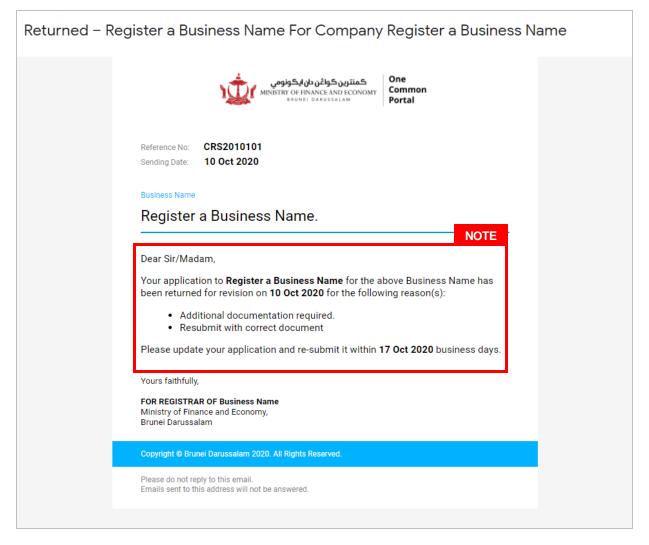
Note:

- 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.

| | 1 |
|------------------------|-------------|
| | Applicant |
| RETURNED BUSINESS NAME | 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.



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.

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

| ١đ | نترین کواڅن دان ایکونومي MINISTRY OF FINANCE AND ECC | ONOMY Common | | | | | + New Entity | Muhammad Ashraf |
|---|--|---|---|------------------|--|------------------------------|---|----------------------|
| Q Search | My Entities Registration No P0000026 | Name Tuition School |) Alpha | | | | User Role BusinessOwner | Status Registered |
| 08 Dashboard | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| My Entities | Unfinished Busines | sses | Finished Businesses | | Correspondence Details | | | |
| Purchased Items | Returned Application No CR520W Station 101 | 10-Oct-2020 | Approved Application No CR520100720 Tuition School | 07-Oct-2020 | | No Informati | on Available | |
| Verify Document Payment Search | O5 Days Remaining Complete your business r before cancellation | 14 Days registration process View Dotails | Approved Application No CR52009251 Steamboat Chronicles | 25-Sep-2020 | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| () Help | Unfinished Busines | sses | | | | | | NOTE |
| | Application Date | Application No. | Entity Name | Description | | | | Status 1 |
| | 10-Oct-2020 | CRS2010101 | Station 101 | Register a Busir | ness Name | | | Returned |
| | 22-Sep-2020 | CRS2009228 | Auto Car Was | Register a Busir | ness Name | | | Returned |
| | 22-Sep-2020 | CRS2009227 | School | Register a Busir | ness Name | | l | Draft |
| | | | | View | v All | | | |

- *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

| View All | To expand the list. |
|----------|--------------------------------------|
| | To display the work items in a list. |
| | To display the work items in a grid. |

The Register a Business Name page will appear.

| ter a Business Name | | | | |
|---|--|---|---|----------------------------|
| Important Information | General Details | Address Details | Owner Details | Review |
| Important Information | | | | |
| Dear Sir / Madam, | | | | |
| You are about to register a business r | ame (sole-proprietorship or partners) | nip) under the Business Names Act, Cap. 92 | 2, please take note of the following: | |
| a) A business name is required to rer | new its registration before the expiry | of the renewal period. | | |
| b) Any individual who runs a busines transaction under the Record Keep | | cords of every transaction carried out in res | pect of the business for a period of at least f | ive years from the date of |
| | | 2 | | |
| ✔ I / We have read the above notic | e and duly take note of the requirem | ents as stated above. | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | Next | Save & Exit Cancel |
| | | | | |

2. 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.

3. Update the application as per the reason(s) detailed in the notification email.

For this example, click on the Owner Details section.

The **Owner Details** section will appear.

| Important Information | General Details | Address Details | Owner Details | Review |
|-------------------------------------|--------------------|-----------------|--|--|
| Owner Details | | | Added Owners | |
| Owner Type * | Individual | \$ | | Muhammad Ashraf |
| Identification Document * | | \$ | Identification Document Number Date of Birth | IC-Yellow 01048181 14-Jun-1992 |
| Identification Document Number * | | | | Brunei Darussalam 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam |
| Date of Birth * | DD-MMM-YYYY | Ë | Occupation | Kg Mumong A, Belait, Brunei Darussalam Self-employed 673 8600697 |
| Full Name * | | | | 01-Jan-1970 Edit Delete |
| Nationality * | | \$ | | |
| Gender * | O Male ○ Female | | | |
| Residential Address | | | | |
| | | | | |
| Address * | | | | |
| | | | | |
| | | | | |
| Postal Code * | | | | |
| Mukim * | | | | |
| | | | | |
| Village * | | | | |
| District * | | \$ | | |
| Country * | Brunei Darussalam | \$ | | |
| Occupation * | | \$ | | |
| | Country * Number * | | | |
| Telephone * | | | | |
| | Add | | | |
| Email * | | | | |
| | Add Owner clear | | | |
| | | 4 | | |
| | | | | |
| ID Evidence | ID.jpg | • | | |
| | | | | |
| | Choose Files | | | |
| | | | | |

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

Click on the Choose Files

button to upload additional ID document.

30

| ID Evidence | | | ł |
|-------------|---------------------------------------|---|---|
| ID Evidence | ID.jpg | 0 | |
| | License.jpg 0.1 MB Ready to upload | | 0 |
| | Upload File | | |
| | Choose Files | | |
| | | | |

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

The file will be uploaded.

| ID Evidence | | | |
|-------------|--------------|---|--|
| | ID.jpg | 0 | |
| | License.jpg | 8 | |
| | Clear All | | |
| | Choose Files | | |
| | | | |

| | To download the uploaded file. |
|--------------|---|
| 8 | To delete the uploaded file. |
| Clear All | To delete all uploaded additional file. |
| Choose Files | To upload additional file. |

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

| Register a Business Name | | | | 6 |
|--------------------------|-----------------|-----------------|---------------|--------|
| Important Information | General Details | Address Details | Owner Details | Review |
| — | Peview | | | |

6. Click on the Review section.

The **Review** section will appear.

| Important Information | General Details | Address Details | Owner Details | Review |
|--|--|---|--|--|
| Important information | General Details | Address Details | Owner Details | |
| | | | | |
| Review | | | | Expand A |
| General Details | | | | Edit |
| Address Details | | | | Edit |
| Owner Details | | | | Edit |
| | | | 8 | |
| | | | | |
| | | | | |
| - | mation above and hereby confirmed t | hat there are no omissions and typographical | errors. | |
| Declaration & Consent | | hat there are no omissions and typographical hapter 92) in respect of matters precedent to | | ncidental thereto have |
| Declaration & Consent | | | | ncidental thereto have |
| I hereby declare that all require been complied with. | ements of the Business Names Act (C on will be rejected if the Business Nar | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th | he registration of the said Business Name in at are already registered under the Busines | |
| I hereby declare that all require been complied with. | ements of the Business Names Act (C on will be rejected if the Business Nar | hapter 92) in respect of matters precedent to | he registration of the said Business Name in at are already registered under the Busines | |
| Declaration a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applica | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Decharation a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. | is Names Act (Cap. 92), that of any other |
| Decharation a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Decharation a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Decharation a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Declaration a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Declaration a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |
| Decharation a Consent I hereby declare that all require been complied with. I understand that the applicatio Companies Act (Cap. 39) or Lin I confirm that, if after the applic registered business name, or t | ements of the Business Names Act (C on will be rejected if the Business Nam nited Liability Partnerships Order, 201 ration has been successfully registere he name of any corporation or limited | hapter 92) in respect of matters precedent to ne is already used and/or resembles names th 0; or if it infringes with any trademark or is obs ed, the Registrar receives a valid I liability partnership or misleadin | he registration of the said Business Name in at are already registered under the Busines cene or undesirable. ing that the name undesirable, identical to t | is Names Act (Cap. 92), that of any other |

 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 [•] ¹ 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.

You will be directed to the OCP dashboard page.

| My Entities | | | | | | | |
|---|---|---|---------------|--|------------------------------|---|--------------------|
| | | | | | | | |
| Registration No | Name | | | | | User Role | Status |
| P0000026 | Tuition School | | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| | | | Vi | ew All | | | |
| Unfinished Busine | esses | Finished Businesses | | Correspondence Detai | ils | | |
| Draft Application No CR520 Station 103 | 12-Oct-2020 110121 | Approved Application No CR520100720 Tuition School | 07-Oct-2020 | | No Informat | ion Available | |
| Complete your business before cancellation | 14 Days s registration process View Details | Approved Application No CR52009251 Steamboat Chronicles | 25-Sep-2020 | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| | | | | | | | NOTE |
| Unfinished Busine | esses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | tus |
| 12-Oct-2020 | CRS2010121 | Station 103 | Register a Bu | isiness Name | | D | raft |
| 10-Oct-2020 | CRS2010101 | Station 101 | Register a Bu | isiness Name | | P | ending Review |
| 22-Sep-2020 | CRS2009228 | Auto Car Was | Register a Bu | isiness Name | | R | eturned |
| | | | Vi | ew 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.

| | Applicant |
|------------------------|-------------|
| REJECTED BUSINESS NAME | 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 | l Clues |
|---|---------|
| کمنترین گواڅن دان ایگونومي One MINISTRY OF FINANCE AND ECONOMY Common BRUNEL DARUSSALAM 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 | |
| Copyright © Brunei Darussalam 2020. All Rights Reserved. | |
| 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.

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

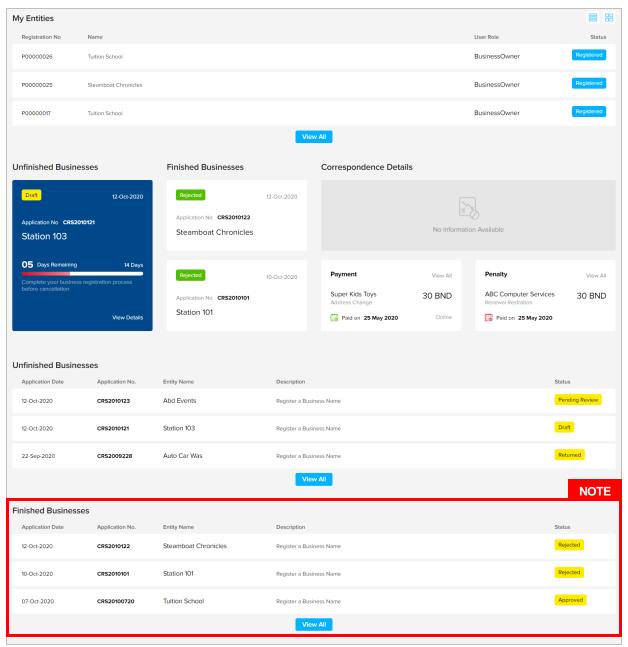
| Jnfinished Business | ses | Finished Businesses | | Correspondence Detail | S | | |
|--|--------------------------------|---|--------------------------|--|------------------------------|---|--------------------|
| Draft Application No CR52010 Station 103 | 12-Oct-2020 | Rejected Application No CR52010122 Steamboat Chronicles | 12-Oct-2020 | | No Informat | ion Available | |
| 05 Days Remaining Complete your business re before cancellation | 14 Days egistration process | Rejected Application No CR52010101 Station 101 | 10-Oct-2020 | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| Jnfinished Business | Ses Application No. | Entity Name | Description | | | Sta | tus |
| 12-Oct-2020 | CRS2010123 | Abd Events | Register a Business Name | | Pending Review | | |
| 12-Oct-2020 | CR52010121 | Station 103 | Register a Business Name | | | D | raft |
| 22-Sep-2020 | CR52009228 | Auto Car Was | Register a Business Name | | | R | eturned |
| | | | View | / All | | | NOTE |
| inished Businesses | | | | | | | |
| Application Date | Application No. | Entity Name Steamboat Chronicles | | Description Register a Business Name | | | eje 1 |
| 10-Oct-2020 | CRS2010101 | Station 101 | Register a Busin | Register a Business Name Rejected | | | ejected |
| 07-Oct-2020 | CR520100720 | Tuition School | Register a Busin | ess Name | | A | pproved |
| | | | View | | | | |

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

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

| View All | View All To expand the list. | |
|----------|--------------------------------------|--|
| | To display the work items in a list. | |
| | To display the work items in a grid. | |

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



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

rejected.

| View All | To expand the list. | |
|--------------------------------------|---------------------|--|
| To display the work items in a list. | | |
| To display the work items in a grid. | | |

| VIEWING AN APPROVED | Applicant |
|---------------------|-------------|
| BUSINESS NAME | Online User |

Navigate to the OCP dashboard.

| Section Section Businession into Debtoord Debtoord <td< th=""><th></th><th>\₫r</th><th>ين ڪواڠن دان ايڪونومي MINISTRY OF FINANCE AND E BRUNEL DARUSSALAI</th><th>CONOMY Common</th><th>Alpha</th><th></th><th></th><th></th><th>+ New Entity</th><th>Auhammad Ashraf</th></td<> | | \ ₫ r | ي ن ڪواڠن دان ايڪونومي MINISTRY OF FINANCE AND E BRUNEL DARUSSALAI | CONOMY Common | Alpha | | | | + New Entity | Auhammad Ashraf |
|--|-----------|--------------|---|----------------------|---------------------------|-------------|------------------------|-------------|---------------------|-----------------|
| Registration No Name User Role Status P00000027 Abd Events BusinessOwner Registration Ro P00000025 Tution School BusinessOwner Registration Ro P00000025 Steemboat Chronicles BusinessOwner Registration Ro Wr Entities P00000025 Steemboat Chronicles Finished Businesses Purchased Remit Correspondence Details Purchased Remit Station 100 Payment Station 100 Payment Station 100 Station 100 Station 100 | 0 | | My Entities | | | | | | | 3 88 |
| Posterior Posterior | | | Registration No | Name | | | | | User Role | Status |
| Desthear P0000026 Tution School BusinessOwner Regenter Regenter Wy Frittler P0000025 Stembact Chronicles Friished Businesses Friished Businesses Correspondence Details Werty Brender Unfinished Businesses Finished Businesses Correspondence Details Werty Brender 12-06:2020 Application No: CR52010123 Abd Events 12-06:2020 Application No: CR52010123 Abd Events No information Available Werty Brender 05 tops Remaining 14 Days Application No: CR52010123 Abd Events 12-06:2020 Application No: CR52010123 Abd Events No information Available | | | P0000027 | Abd Events | | | | | BusinessOwner | Registered |
| Wy Entries Verw All Purchased heres Unfinished Businesses Finished Businesses Correspondence Details Very Document Beserch Durin 12 Oct 2020 Application No Approved CR32010123 Abd Events 12 Oct 2020 Application No Payment CR32010123 Abd Events Payment Secret Payment View All Penalty View All | | | P0000026 | Tuition School | | | | | BusinessOwner | Registe 1 |
| Purchased heres Unfinished Businesses Finished Businesses Correspondence Details Very bocument Correspondence Details I 2-05-2020 Application No. CR52010123 Abd Events 12-05-2020 Payment Station 103 Station 103 Station 103 Payment Of 5 bys Remoning 14 brys Correspondence Details Station 103 Payment Very All Spectration No Station 103 Of 5 bys Remoning 14 brys Application No Station 102 Station 200 Station 102 Station 200 Station 102 Station 103 Station 102 | | | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| Purduased Inner Unfinished Businesses Finished Businesses Correspondence Details Verify Document Cont Image: Control of C | | | | | | Vie | w All | | | |
| Rejected Rejec | Purchased | | Unfinished Busine | esses | Finished Businesses | | Correspondence Details | 5 | | |
| Document Application No Cets201021 Abd Events No Information Available Q 05 bays Remaining 14 bays Payment 05 bays Remaining 12-0d:2020 Complete your business registration process Rejected 12-0d:2020 Super Kids Toys Address Change 30 BND ABC Computer Services 30 BND | _ | | | | _ | 12-Oct-2020 | | | ~] | |
| Payment Search 05 Days Remaining 14 Days Complete your builness registration process before cancellation Rejected 12-Oct-2020 O Application No CRS2010122 Staamboat Chronicles Super Kids Toys Address Change 30 BND | Document | | | 010121 | Abd Events | | | No Informat | tion Available | |
| Search Complete your business registration process Rejected 12-Oct-2020 Payment View Ail Penalty View Ail 0 Application No CR52010122 Super Kids Toys Address Change 30 BND ABC Computer Services Renewal Restration 30 BND | | | 05 Days Remaining | 14 Days | | | | | | |
| Defore cancellation Application No CR52010122 Super Kids Toys Address Change 30 BND ABC Computer Services Renewal Restration 30 BND | | | Complete your busines | | Rejected | 12-Oct-2020 | Payment | View All | Penalty | View All |
| Steamboat Chronicles | Ū | | before cancellation | | Application No CR52010122 | | | 30 BND | | 30 BND |
| | | | | View Details | Steamboat Chronicles | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | | | | |
| | | | | | | | | | | |

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

1. Click on a registered Business Name

The General Details page will be displayed.

| | | Actions Admin | Registry Taxes |
|--------------------------------|---|----------------------------|----------------|
| General Details 2 Addresses | General Details Steamboat Chronicles P00000025 | | |
| Owner Details | Entity Status Registered | Business Name Type Sole Pr | roprietor |
| Filings | Registration Date 06-Oct-2020 | 👸 Renewal Due Date 06-Apr | r-2022 |
| | Business Sector Wholesale and retail trade and repair of motor vehicle and motorcyles | | |

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.

The Addresses page will be displayed.

| | | Actions | Admin | Registry | Taxes |
|------------------------------|---|---------|-------|----------|-------|
| General Details | Addresses | | | | |
| Addresses 3 Owner Details | Principal Place of Business Start Date: 06-Oct-2020 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam | | | | |
| Filings | Show Historical Addresses | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.

The **Owners** page will be displayed.

| | | | Action | Admin | Registry |
|-------|-----------------------------------|---|--------|-------|----------|
| tails | Owners | | | | |
| | Individual | | | | |
| 4 | Identification Document | | | | |
| ls | Identification Document Number | 01-048180 | | | |
| | Date Of Birth | 30-Jul-1991 | | | |
| | Full Name | Muhammad Daniel | | | |
| | Nationality | Brunei Darussalam | | | |
| | Gender | Male | | | |
| | Residential Address | 54, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam | | | |
| | Occupation | Self-employed | | | |
| | Telephone | oen employed | | | |
| | Email | nick.sipun@gmail.com | | | |
| | Appointment Date | 16-Oct-2020 | | | |

Note:

- The **Owners** page will display the information of the <u>current</u> 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.

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

| | | | Actions | Admin | Registry | Taxes |
|------------------------------|---------------------------------|----------------|---------|-------|---------------|-------|
| General Details Addresses | Registry Filings Filing Name | Submitted Date | | | Approved Date | |
| Owner Details Filings | Register a Business Name | 📴 25-Sep-2020 | | | 06-Oct-2020 | |
| Filings | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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.
 - o Renew a Business Name .
 - Lodgement of Documents
- Click on the individual application to view the filing details.

| CHANGING BUSINESS | Applicant |
|-------------------|-------------|
| NAME DETAILS | Online User |

Navigate to the OCP dashboard.

| | \ ∰ r | ين ڪواڻن دان ايڪونومي MINISTRY OF FINANCE AND E BRUNEI DARUSSALA | ECONOMY Common | Alpha | | | | + New Entity M | uhammad Ashraf |
|--------------------|--------------|---|----------------------|---|-------------|--|-------------|---|----------------|
| | | My Entities | | | | | | | 3 88 |
| Q Search | | Registration No | Name | | | | | User Role | Status |
| | | P0000027 | Abd Events | | | | | BusinessOwner | Registered |
| Dashboard | | P0000026 | Tuition School | | | | | BusinessOwner | Registe 1 |
| My Entities | | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| | | | | | Vie | and the second sec | | | |
| Purchased Items | | Unfinished Busin | esses | Finished Businesses | | Correspondence Detail | 5 | | |
| Verify Document | | Draft Application No CR52 Station 103 | 12-Oct-2020 | Approved Application No CRS2010123 Abd Events | 12-Oct-2020 | | No Informat | ion Available | |
| q | | | | | | | | | |
| Payment Search | | 05 Days Remaining Complete your busines before cancellation | | Rejected | 12-Oct-2020 | Payment | View All | Penalty | View All |
| () Help | | | View Details | Application No CRS2010122 Steamboat Chronicles | | Super Kids Toys Address Change Paid on 25 May 2020 | 30 BND | ABC Computer Services Renewal Restration | 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).

The General Details page will be displayed.

| | | | Actions | Admin | 2 Registry | Taxes |
|---------------------------|--|--------|---------|-------------------------------------|---------------|-------|
| General Details Addresses | General Details Steamboat Chronicles P00000025 | | | e Business Nam st Extract or Cer | | |
| Owner Details | Entity Status Registered | Busine | Renew | v Business Name | 2 | |
| Filings | Registration Date 06-Oct-2020 | 🐻 R | Cease | a Business Nan | ie | |
| | Business Sector Wholesale and retail trade and repair of motor vehicle and motorcyles | | | | | |

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

| Important Information Gener | al Details | Address Details | | Owner Details | | Review |
|--|---|---|---------|---------------|---|--------|
| General Details | | 3 | | | | |
| Change Name? | Yes | ○ No | | 4 | | |
| Proposed Name * | Steamboa | t Chronicles and Friends | | Validate | | |
| | The propo | sed name is available to register! | | | | |
| Business Sector * | Wholesa | le and retail trade and repair of moto × | • | | | |
| | 29 - Man | ufacture of motor vehicle, trailers an × | | | | |
| | | | | | | |
| Date of Change * | 12-Oct-20 | 20 | [***] | | | |
| Date of Change * | 12-Oct-202 | 20 | | | | |
| Date of Change * | 12-Oct-202 | 20 | | | | |
| | | | Ë | | | |
| Date of Change * IMPORTANT: Any submitted applications are determined applications are | | | <u></u> | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure t | emed to have been thore | oughly reviewed by the applicant. pany applied is not identical and/or | | | | |
| IMPORTANT: Any submitted applications are de | emed to have been thore that the name of the com der the Business Names | oughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or | <u></u> | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure t resembles names that are already registered unit | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is | oughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or | Ë | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure t resembles names that are already registered un Limited Liability Partnerships Order, 2010. The ne | emed to have been thoro that the name of the com der the Business Names ame will be rejected if it is desirable. | oughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it | Ë | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure t resembles names that are already registered un Limited Liability Partnerships Order, 2010. The na infringes with any trademark or is obscene or un Please be informed that if the Registrar receives that of any other registered business name, or th | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is desirable. a valid complaint stating the name of any corporation | sughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it that the name is undesirable, identical to on or limited liability partnership or | | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure t resembles names that are already registered uni Limited Liability Partnerships Order, 2010. The ne infringes with any trademark or is obscene or un Please be informed that if the Registrar receives | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is desirable. a valid complaint stating the name of any corporation | sughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it that the name is undesirable, identical to on or limited liability partnership or | | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure to resembles names that are already registered un Limited Liability Partnerships Order, 2010. The na infringes with any trademark or is obscene or un Please be informed that if the Registrar receives that of any other registered business name, or th misleading, the Registrar can direct the company | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is desirable. a valid complaint stating the name of any corporation | sughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it that the name is undesirable, identical to on or limited liability partnership or | | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure to resembles names that are already registered un Limited Liability Partnerships Order, 2010. The na infringes with any trademark or is obscene or un Please be informed that if the Registrar receives that of any other registered business name, or th misleading, the Registrar can direct the company | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is desirable. a valid complaint stating the name of any corporation | sughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it that the name is undesirable, identical to on or limited liability partnership or | | | | |
| IMPORTANT: Any submitted applications are de It is the responsibility of the applicant to ensure to resembles names that are already registered un Limited Liability Partnerships Order, 2010. The na infringes with any trademark or is obscene or un Please be informed that if the Registrar receives that of any other registered business name, or th misleading, the Registrar can direct the company | emed to have been thord that the name of the com der the Business Names ame will be rejected if it is desirable. a valid complaint stating the name of any corporation | sughly reviewed by the applicant. pany applied is not identical and/or Act (Cap. 92), Companies Act (Cap. 39) or s already used by another business or if it that the name is undesirable, identical to on or limited liability partnership or | | | 5 | |

The Change Business Name Details page will appear.

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 Date must be greater than the registration date and cannot be a future date. |

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. | The proposed name is similar or identical to an existing registered / proposed Business Name. Need to provide proof of consent of using existing name. |
| 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. |

• 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 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.

The Address Details section will appear.

| a Business Name | | | | | |
|-----------------------|---------------------|-----------------|---|---|-----------------------------------|
| Important Information | General Details | Address Details | | Owner Details | Review |
| Address Details | | 6 | | | |
| Address Type | O Principal Address | | | Added Addresses | |
| Address * | No. 99, Jalan Parak | | 1 | Principal Place of Business 54, SPG 64, Jalan Jaya Indera, Kampung Mur Kuala Belait, Kg Mumong A, Belait, | mong A, STKRJ, KA 1531, Change |
| Postal Code * | кв1133 | | 2 | Additional Places of Business No. 48, Jalan 99, BB1421, Gadong A, RImba, I | Brunei Muara, Change Cease |
| Mukim * | Seria | | | | |
| Village * | Panaga | | | | |
| District * | Belait | \$ | | | |
| Country * | Brunei D 7 m | \$ | | | |
| | Add Address Clear | | | | |
| Date of Change * | DD-MMM-YYYY | Ë | | | |
| | | | | | |
| | | | | | |
| | | | | Prev Next Sav | ve & Exit Cancel |

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 |
| | KB1133 |
| Postal Code | Filling in the postal code will auto populate the Mukim and Village field. |
| Mukim | Seria |
| Village | Kg Panaga |
| District | Seria |

7. Click on the Add Address button.

| Maintain a Bus | iness Name | | | | | | |
|----------------|--------------------|--------------------------------------|-----------------|---|---|---------------------|-------------------|
| Imp | ortant Information | General Details | Address Details | | Owner Details | Re | eview |
| Addre | ss Details | | 9 | | | | |
| Addre | ss Type | Principal Address Additional Address | | А | dded Addresses | | |
| Addre | ss * | 42, SPG 64, Jalan Jaya Indera, STKRJ | | 1 | Principal Place of Business 54, SPG 64, Jalan Jaya Indera, Kampu Kuala Belait, Kg Mumong A, Belait, | ing Mumong A, STKRJ | J, KA 1 Change |
| Postal | Code * | KA 1531 | | 2 | Additional Places of Business No. 48, Jalan 99, BB1421, Gadong A, R Darussalam | _ | Brunei |
| Mukim | 1* | Kuala Belait | | 3 | Additional Places of Business No 99, Jalan Parak, KB1133, Seria, Pan | | |
| Village | • * | Kg Mumong A | | | | Edit | |
| Distric | rt * | Belait | \$ | | | | |
| Count | ry * | Brui 10 m | \$ | | | | |
| | | Save | | | | | |
| Date c | of Change * | DD-MMM-YYYY | Ë | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | Prev Next | Save & Exit | Cancel |

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

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 | |
| | KA1531 | |
| Postal Code | Filling in the postal code will auto populate the Mukim and Village field. | |
| Mukim | Kuala Belait | |
| Village | Kg Mumong A | |
| District | Belait | |
| 10 Click on the Save button | | |

10. Click on the

button.

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

| laintain a Business Name | | | | | |
|--------------------------|--|-----------------|---|--|----------------------------------|
| Important Information | General Details | Address Details | | Owner Details | Review |
| Address Details | | | | | |
| Address Type | Principal Address Additional Address | ress | A | dded Addresses | NOTE |
| Address * | No. 48, Jalan 99 | | 1 | Principal Place of Business 42, SPG 64, Jalan Jaya Indera, STKRJ, KA Mumong A, Belait, Brunei Darussalam | 1531, Kuala Belait, Kg Change |
| | | | 2 | Additional Places of Business No. 48, Jalan 99, BB1421, Gadong A, RImb | a, Brunei Muara, 11 |
| Postal Code * | BB1421 | | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Change Cease |
| Mukim * | Gadong A | | 3 | Additional Places of Business No. 99, Jalan Parak, KB1133, Seria, Panaga | a. Belait, Brunei Darussalam |
| Village * | Rimba | | | | Edit Delete |
| District * | Brunei Muara | \$ | | | |
| Country * | Bru 13 am | \$ | | | |
| | Save Clear | 12 | | | |
| Cease Date * | 12-Oct-2020 | <u> </u> | | | |
| Date of Change * | DD-MMM-YYYY | Ë | | | |
| | | | | | |
| | | | | 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 |
|-------------------------------|--|
| | 12-Oct-2020 |
| Cease Date | Date must be greater than the registration date and cannot be a future date. |
| 13. Click on the Save button. | |

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-cease the address.

| aintain a Business Name | | | | | |
|-------------------------|--|-----------------|---|--|---|
| Important Information | General Details | Address Details | | Owner Details | Review |
| Address Details | | | | | |
| Address Type | Principal Address Additional Address | dress | 4 | Added Addresses | |
| Address * | | | 1 | Principal Place of Business 42, SPG 64, Jalan Jaya Indera, STKRJ, KA Mumong A, Belait, Brunei Darussalam | 1531, Kuala Belait, Kg |
| Postal Code * | | | 2 | Additional Places of Business No. 48, Jalan 99, BB1421, Gadong A, Rimi Darussalam | oa, Brunei Muara, Brunei Uncease |
| Mukim * | | | 3 | Additional Places of Business | |
| Village * | | | | No. 99, Jalan Parak, KB1133, Seria, Panag | a, Belait, Brunei Darussalam Edit Delete |
| District * | | \$ | | | |
| Country * | Brunei Darussalam | \$ | | | |
| | Add Address Clear | 14 | | | |
| Date of Change * | 12-Oct-2020 | Ë | | | |
| | | | | | |
| | | | | 15 | |
| | | | | | Save & Exit Cancel |

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

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

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 |
|------------------|--|
| 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 |
| Owner Details | manong A, Belak, Braner Barassalam |
| Filings | 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 | t button. |

The **Owner Details** section will appear.

| Important Information | General Details | Address Details | Owner Details | Review |
|------------------------------------|---|-----------------|--|--|
| | | 17 | | |
| Owner Details | | | Added Owners | |
| Owner Type * | Individual | \$ | 1 Individual Full Name | Muhammad Ashraf |
| dentification Document * | IC-Yellow | \$ | Identification Document Identification Document | IC-Yellow |
| | | | Number Date of Birth | 01048181 14-Jun-1992 |
| dentification Document Number * | 01048181 | | Nationality | Brunei Darussalam 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, |
| Date of Birth * | 14-Jun-1992 | Ë | Address Occupation | Kg Mumong A, STRRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Self-employed |
| -ull Name * | Muhammad Ashraf | | Telephone Appointment Date | 673 8600697 07-Oct-2020 16 |
| Nationality * | Brunei Darussalam | \$ | | Change Cease |
| Gender * | Male ○ Female | | | |
| | | | | |
| Residential Address | | | | |
| Address * | 54, SPG 64, Jalan Jaya Indera, Kampung Mu | umong A, STK | | |
| | | | | |
| | | | | |
| | | | | |
| Postal Code * | KA 1531 | | | |
| Mukim * | Kuala Belait | | | |
| /illage * | Kg Mumong A | | | |
| District * | Belait | \$ | | |
| Country * | Brunei Darussalam | \$ | | |
| Occupation * | Self-employed | \$ | | |
| | Country * Number * | | | |
| Telephone * | 673 8600800 | | | |
| | Add | | | |
| Email * | muhd.ash92@gmail.com | | | |
| Appointment Date * | | | | |
| appointment bate | | | | |
| | Save | | | |
| ID Evidence | Choose Files | | | |
| Resolution | | | | |
| Resolution | Choose Files | | | |
| | | | | |

User can update the **Owner** details.

16. Click on the Change button.

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

| Section | Field | Example | |
|---------------------|-----------------------------------|--|--|
| | Owner Type | Individual | |
| | Identification Document | IC Yellow | |
| | Identification Document Number | 01048181 | |
| | Date of Birth | 14-Jun-1992 | |
| Owner Details | | Muhammad Ashraf | |
| | Full Name | 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 | |
| | Gender | Male | |
| | Address | 54, SPG 64, Jalan Indera Jaya, STKRJ | |
| Residential Address | Postal Code | KA1531 Filling in the postal code will auto populate the Mukim and Village field. | |
| | Mukim | Kuala Belait | |
| | Village | Kg Mumong A | |
| | District | Belait | |
| Occupation | Se | if-Employed | |
| - | Country Code | +673 | |
| Telephone | Number | 8600800 | |
| Email | muhd.as | sh92@gmail.com | |

18. Click on the

button to add owner.

| Add | |
|-----|--|
| Auu | |
| | |

To add additional telephone number.

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

| ain a Business Name | | | | |
|-------------------------------------|-----------------------------|----|---------------------------------|--|
| Important Information | General Details | 19 | Owner Details | Review |
| Owner Details | | | Added Owners | NOTE |
| Owner Type * | Individual | \$ | Individual Full Name N | luhammad Ashraf |
| Identification Document * | IC-Yellow | \$ | Identification Document ONUMber | C-Yellow 1048181 4-Jun-1992 |
| Identification Document Number * | 01048180 | | Nationality E | 4-Jun-1992 Irunei Darussalam (4, SPG 64, Jalan Jaya Indera, STKRJ, KA 531, Kuala Belait, Kg Mumong A, Belait, |
| Date of Birth * | 30-Jul-1991 | | Occupation S Telephone 6 | elf-employed 73 8600800 |
| Full Name * | Muhammad Daniel | | Appointment Date 1 | 6-Oct-2020 Change Cease |
| 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 | \$ | | |
| | Country * Number * | | | |
| Telephone * | 673 8600697 | | | |
| Email * | Add | | | |
| Linai | mu 20 ^{Igmail.com} | | | |
| | Add Owner Clear | | | |
| ID Evidence | Choose Files | | | |
| Resolution | Choose Files | | | |
| | | | | |
| | | | Prev Nex | t Save & Exit Cancel |

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 Type | Individual |
| | Identification Document | IC Yellow |
| | Identification Document Number | 01048180 |
| | Date of Birth | 30-Jul-1991 |
| Owner Details | | Muhammad Daniel |
| | Full Name | 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 |
| | Gender | Male |
| | Address | No. 99, Jalan Parak |
| | | KB1133 |
| Residential Address | Postal Code | Filling in the postal code will auto populate the Mukim and Village field. |
| | Mukim | Seria |
| | Village | Panaga |
| | District | Belait |
| Occupation | Se | lf-Employed |
| Teleshara | Country Code | +673 |
| Telephone | Number | 8600697 |
| Email | muhd.dar | niel91@gmail.com |

20. Click on the

Add Owner

button to add new owner.

| Add |
|-----|
| |

To add additional telephone number.

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

| ain a Business Name | | | | |
|-------------------------------------|--------------------------------------|-----------------|---|---|
| Important Information | General Details | Address Details | Owner Details | Review |
| Owner Details | | | Added Owners | |
| Owner Type * | Individual | \$ 1 | Individual | |
| owner type | | | Identification Document IC-Yell | nmad Ashraf ow |
| Identification Document * | IC-Yellow | \$ | Identification Document 01048 Number 01048 Date of Birth 14-Jun | |
| Identification Document Number * | 01048181 | | | i Darussalam 1G 64, Jalan Jaya Indera, STKRJ, KA Juala Belait, Kg Mumong A, Belait, |
| Date of Birth * | 14-Jun-1992 | | Occupation Self-er | nployed |
| Full Name * | Muhammad Ashraf | | | 600697 t-2020 21 |
| Nationality * | Brunei Darussalam | \$ | | Change Cease |
| Gender * | O Male O Female | 2 | Individual | NOTE |
| Residential Address | | | Identification Document IC-Yell | nmad Daniel ow |
| | | | Identification Document 01048 Number 01048 Date of Birth 30-Jul | -1991 |
| Address * | 54, SPG 64, Jalan Jaya Indera, STKRJ | | Addross No. 99 | i Darussalam), Jalan Parak, KB1133, Seria, a, Belait, Brunei Darussalam |
| | | | Telephone 673 86 | nployed 500697 -2020 |
| | | | Appointment Date 16-Oct | Edit Delete |
| Postal Code * | KA 1531 | | | |
| Mukim * | Kuala Belait | | | |
| Village * District * | Kg Mumong A | | | |
| | Belait | \$ | | |
| Country * | Brunei Darussalam | \$ | | |
| Occupation * | Self-employed | \$ | | |
| Telephone * | Country * Number * | | | |
| | Add | | | |
| Email * | nick.sipun@gmail.com | | | |
| Appointment Date * | 07-Oct-2020 | 22 | | |
| Retirement Date * | 16-Oct-2020 | e=== | | |
| | Save 23 | | | |
| | | | | |
| ID Evidence | Choose Files | | | |
| Resolution | Choose Files | | | |
| | | | | |
| | | | | |
| | | | Prev Next | Save & Exit Cancel |

Cease

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

21. Click on the

button to cease the previous owner.

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

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

23. Click on the

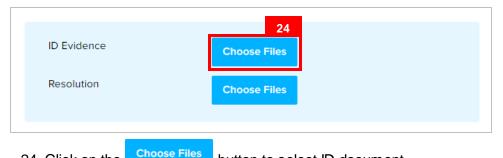
button.

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-cease 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.

| n a Business Name | | | | |
|-------------------------------------|-----------------|-----------------|--|---|
| Important Information | General Details | Address Details | Owner Details | Review |
| Owner Details | | _ | Added Owners | NOTE |
| Owner Type * | Individual | ¢ 1 | Individual Full Name | Muhammad Ashraf |
| Identification Document * | | ¢ | Identification Document Identification Document Number | IC-Yellow 01048181 |
| Identification Document Number * | | | Date of Birth Nationality | 14-Jun-1992 Brunei Darussalam 54, SPG 64, Jalan Jaya Indera, STKRJ, KA |
| Date of Birth * | DD-MMM-YYYY | | Address Occupation | 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam Self-employed |
| Full Name * | | | Telephone Appointment Date Retirement Date | 673 8600697 07-Oct-2020 16-Oct-2020 |
| Nationality * | | \$ | | Uncease |
| Gender * | • Male Female | 2 | Individual Full Name Identification Document | Muhammad Daniel IC-Yellow |
| Residential Address | | | Identification Document Number Date of Birth | 01048180 30-Jul-1991 |
| Address * | | | Nationality Address | Brunei Darussalam No. 99, Jalan Parak, KB1133, Seria, Panaga, Belait, Brunei Darussalam |
| | | | Occupation Telephone Appointment Date | 673 8600697 16-Oct-2020 |
| | | | | Edit Delete |
| Postal Code * | | | | |

For adding <u>new</u> Owner Type: Individual, it is mandatory to upload ID Evidence.



24. Click on the

button to select ID document.

| ID.jpg 🛛 🔊 🔿 |
|--------------|
| |
| Upload File |
| Choose Files |
| Choose Files |
| |

25. Click on the

Upload File

button to upload the file.

The file will be uploaded.

| | To download the uploaded file. |
|--------------|--------------------------------|
| 8 | 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.

- 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 | Individual |
| Addresses | Identification Document IC-Yellow |
| Owner Details | Identification Document 01048180 Number |
| | Date Of Birth 30-Jul-1991 |
| Filings | Full Name Muhammad Daniel |
| | Nationality Brunei Darussalam |
| | Gender Male |
| | No. 99, Jalan Parak, Residential Address Seria, Panaga, Belait KB1133, Brunei Darussalam |
| | Position Self-employed |
| | Telephone 673 8600697 |
| | Email nick.sipun@gmail.com |
| | Appointement Date 16-Oct-2020 |
| | Individual Identification Document IC-Yellow |
| | Identification Document 10-tentov 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 |

The **Review** section will appear.

| ster 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 |
| Companies Act (Cap. 39) or Lir I confirm that, if after the applic registered business name, or t | mited Liability Partnerships Order, 2010 cation has been successfully registere the name of any corporation or limited |); or if it infringes with any trademark or is of d, the Registrar receives a valid complaint st | that are already registered under the Business scene or undesirable. ating that the name undesirable, identical to th generic the business to change its name | at of any other |
| | | | | |
| | | | | |
| | | | | |
| | | | | 30 |

- 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 [•] ¹ 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.

The **Payment** page will appear.

| Payments | |
|--|--------------------------|
| Application ID : CRS20101618 Steamboat Chronicles and Friends (POC Business Name - Change Business Name Details | 0000025) NOTE |
| Change Business Name Details | BND 30.00 |
| - | Total Amount BND 30.00 |
| Payment Method | |
| Credit Card | Pay over the counter (5) |
| | 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.

Payment Method - Credit Card

| Payments | |
|---|--------------------------|
| Application ID : CRS20101618 | |
| Steamboat Chronicles and Friends (POC Business Name - Change Business Name Details | 000025) |
| Change Business Name Details | BND 30.00 |
| | Total Amount BND 30.00 |
| Payment Method | |
| ✓ Credit Card 💳 | Pay over the counter (5) |
| | 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.

Payment Method - Pay Over The Counter

| Payments | _ |
|---|----|
| NO | TE |
| 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. CRSxxxxxx for payment at counter. | |
| 3 Exit | 31 |

Note:

• For payment over the counter, take note of the <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.

31. Click on the Exit button.

The OCP dashboard page will appear.

| My Entities | | | | | | | |
|---|------------------------------------|---|-----------------------------|--|------------------------------|---|--------------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainm | nent | | | | BusinessOwner | Registered |
| P00000026 | Tuition School | | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Registered |
| | | | Vie | w All | | | |
| Unfinished Busine | esses | Finished Businesses | | Correspondence Details | ; | | |
| Draft Application No CRS20 Bar and Grills | 16-Oct-2020 D101616 | Approved Application No CRS20101617 Steamboat Chronicles an | 16-Oct-2020 d Friends | | No Informatio | on Available | |
| 05 Days Remaining Complete your busines before cancellation | 14 Days is registration process | Approved Application No CRS2010168 Puzzles | 16-Oct-2020 | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| | | | | | | | NOTE |
| Unfinished Busine | | | _ | | | | |
| Application Date | Application No. CRS20101618 | Entity Name Steamboat Chronicles and Frien ds | Description Change Busin | ess Name Details | | Sta | ending Payment |
| 16-Oct-2020 | CRS20101616 | Bar and Grills | Register a Bus | iness Name | | D | raft |
| 15-Oct-2020 | CRS2010156 | Life and Bar | Change Busin | ess Name Details | | D | raft |
| | | | Vie | w All | | | |
| Finished Business | ses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | itus |
| 16-Oct-2020 | CRS20101617 | Steamboat Chronicles and Frien ds | Change Busin | ess Name Details | | A | pproved |
| 16-Oct-2020 | CRS2010168 | Puzzles | Register a Bus | iness Name | | A | pproved |
| 16-Oct-2020 | CRS2010167 | Life and Bar | Register a Bus | iness Name | | A | pproved |
| | | | Vie | w 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.

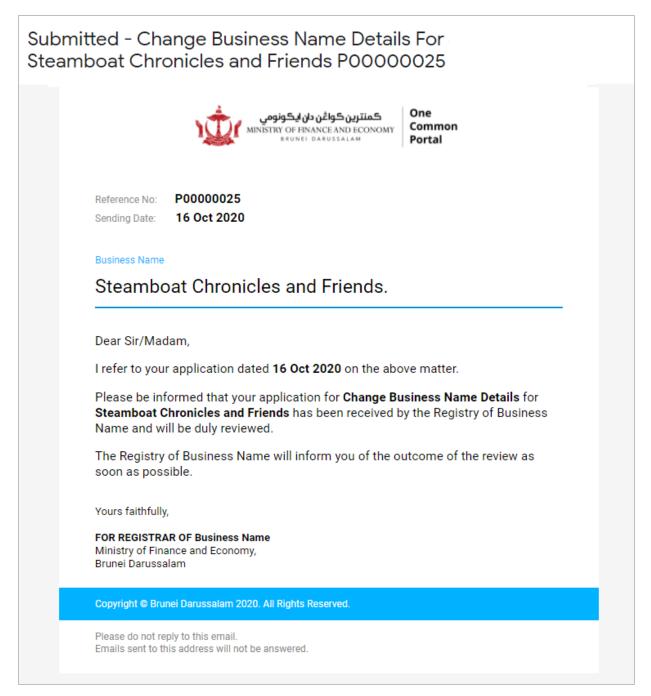
After **<u>payment</u>** has been made:

| My Entities | | | | | | | |
|---|---------------------------|---|------------------|-----------------------------------|----------------|---|---------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainm | ient | | | | BusinessOwner | Registered |
| P0000026 | Tuition School | | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Registered |
| | | | View | All | | | |
| Unfinished Busine | esses | Finished Businesses | | Correspondence Details | | | |
| Draft Application No CRS20 | 16-Oct-2020 101616 | Approved Application No CRS20101617 | 16-Oct-2020 | | | | |
| Bar and Grills | | Steamboat Chronicles ar | nd Friends | | No Information | n Available | |
| 05 Days Remaining | 14 Days | Approved | 16-Oct-2020 | Payment | View All | Penalty | View All |
| Complete your business before cancellation | s registration process | Application No CRS2010168 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | View Details | Puzzles | | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | NOTE |
| Unfinished Busine | | | | | | | |
| Application Date | Application No. | Entity Name Steamboat Chronicles and Frien | Description | | | | atus |
| 16-Oct-2020 | CRS20101618 | ds | Change Busines | s Name Details | | P | ending Review |
| 16-Oct-2020 | CRS20101616 | Bar and Grills | Register a Busin | ess Name | | <mark>.</mark> | Praft |
| 15-Oct-2020 | CRS2010156 | Life and Bar | Change Busines | s Name Details | | - | Praft |
| | | | View | All | | | |
| Finished Business | es | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | itus |
| 16-Oct-2020 | CRS20101617 | Steamboat Chronicles and Frien ds | Change Busines | s Name Details | | م | pproved |
| 16-Oct-2020 | CRS2010168 | Puzzles | Register a Busin | ess Name | | ٩ | pproved |
| 16-Oct-2020 | CRS2010167 | Life and Bar | Register a Busin | ess Name | | A | proved |
| | | | 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.

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



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

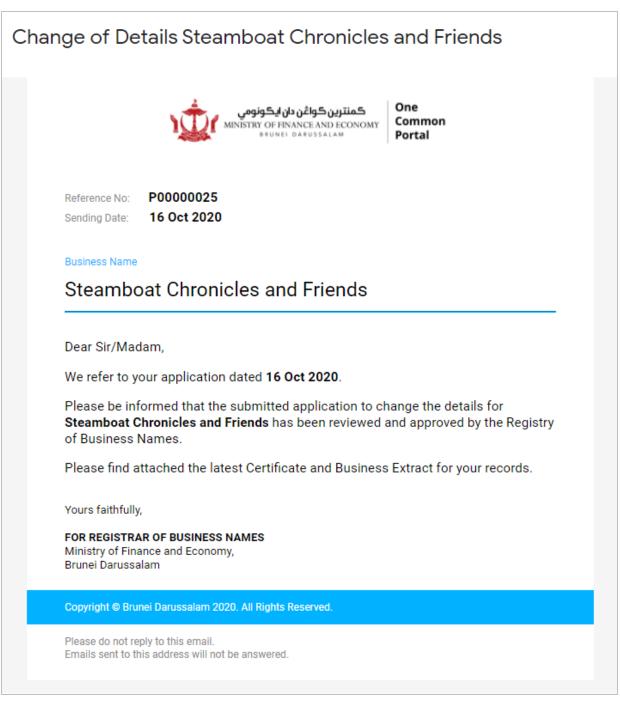
| ************************************** |
|--|
| Autority and a second sec |
| Tax |
| No. of the second |
| No. of Concession, Name of |
| and the second sec |
| and the second s |
| |
| P00000025_payme |

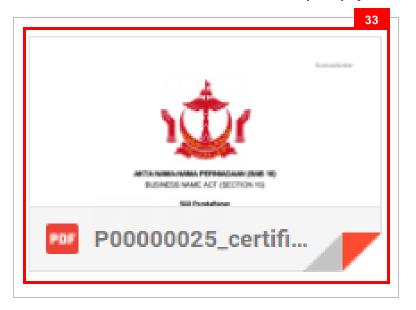
32. Click on the attachments to view the document.

| s výt | OVERNMENT OF BRUNEI DARUSS RECEIPT | ALAM |
|-------------------------------------|---------------------------------------|-----------|
| 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 D | Details | BND 30.00 |
| | Adjustment Amount | BND 0.00 |
| | Total Amount | BND 30.00 |

Total Amount

After <u>approval</u> has been made, applicant will receive an email Change of Details





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.

After **approval** has been made:

| My Entities | | | | | | | 2 88 |
|---|---|---|---------------------------------|--|------------------------------|---|--------------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainn | nent | | | | BusinessOwner | Registered |
| P0000026 | Tuition School | | | | | BusinessOwner | NOTE |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Registered |
| | | | View | v All | | | |
| Unfinished Busine | sses | Finished Businesses | | Correspondence Details | 5 | | |
| Draft Application No CRS20 Bar and Grills | 16-Oct-2020 | Approved Application No CRS2010171 Steamboat Chronicles an | 17-Oct-2020 d Friends | | No Information | on Available | |
| 05 Days Remaining Complete your business before cancellation | 14 Days registration process View Details | Approved Application No CRS20101618 Steamboat Chronicles an | 16-Oct-2020 d Friends | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| Unfinished Busine Application Date 16-Oct-2020 | SSES Application No. CRS20101616 | Entity Name Bar and Grills | Description Register a Busir | ress Name | | Sta Di | tus raft |
| 15-Oct-2020 | CRS2010156 | Steamboat Chronicles and Frien ds | Change Busine | ss Name Details | | D | raft |
| 15-Oct-2020 | CRS2010154 | Steamboat Chronicles and Frien ds test 23 | Change Busine: | ss Name Details | | Di | raft |
| Finished Business | es Application No. | Entity Name | View | V AII | | Sta | |
| | | Entity Name Steamboat Chronicles and Frien | | | | | |
| 17-Oct-2020 | CRS2010171 | ds | Cease Business | i Name | | A | pproved |
| 16-Oct-2020 | CRS20101618 | Puzzles | Register a Busir | ness Name tails | | A | pproved |
| 16-Oct-2020 | CRS20101617 | Life and Bar | Register a Busir | iess Nameetails | | Aj | pproved |
| | | | View | ^y 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.

| | Applicant |
|---------------------|-------------|
| CEASE BUSINESS NAME | Online User |
| | • |

Navigate to the OCP dashboard.

| | nġr | ين ڪواڻن دان ايڪونومي MINISTRY OF FINANCE AND I BRUNEL DARUSSALA | ECONOMY Common | 0 Alpha | | | | + New Entity M | uhammad Ashraf |
|--------------------|-----|---|-------------------------|---|-------------|-----------------------------------|-------------|---|----------------|
| Q | | My Entities | | | | | | | 38 |
| Search | | Registration No | Name | | | | | User Role | Status |
| | | P00000027 | Abd Events | | | | | BusinessOwner | Registered |
| Dashboard | | P0000026 | Tuition School | | | | | BusinessOwner | Registe 1 |
| My Entities | | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| | | | | | Vie | ew All | | | |
| Purchased Items | | Unfinished Busin | esses | Finished Businesses | | Correspondence Detail | S | | |
| 2 | | Draft | 12-Oct-2020 | Approved | 12-Oct-2020 | | | 7 | |
| Verify Document | | Application No CRS2 Station 103 | 2010121 | Application No CRS2010123 Abd Events | | | No Informat | ion Available | |
| Q Payment | | 05 Days Remaining | 14 Days | | | | | | |
| Search | | Complete your busine: | ss registration process | Rejected | 12-Oct-2020 | Payment | View All | Penalty | View All |
| (1) | | before cancellation | | Application No CR52010122 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| Help | | | View Details | Steamboat Chronicles | | Paid on 25 May 2020 | Online | 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).

The General Details page will be displayed.

| | | | 2 Actions Admin Registry |
|-----------------|---------------------------|-----------------------------|--------------------------------|
| General Details | General Details | | |
| Addresses | Puzzles and Cl | Others | Maintain Company |
| Owner Details | Entity Status Register | Search Payment | Change Business Name Details |
| Filings | | Search Correspondence | Request Extract or Certificate |
| rnings | Registration Date 2 | Request Extract Certificate | Renew Business Name |
| | Business Sector | | Cease a Business Name |
| | 56 - Food and beverage se | | Lodge General Form |
| | | | |

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

The Change Business Name Details page will appear.

| Cease a Business Name | e | |
|------------------------|------------------------------|----|
| | | 3 |
| Reason for Cessation * | Ceased to carry on business. | \$ |
| Declaration Date | 17-Oct-2020 | 4 |
| | Upload File | |
| Letter of Cessation * | Cessation Declaration.pdf | ٢ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

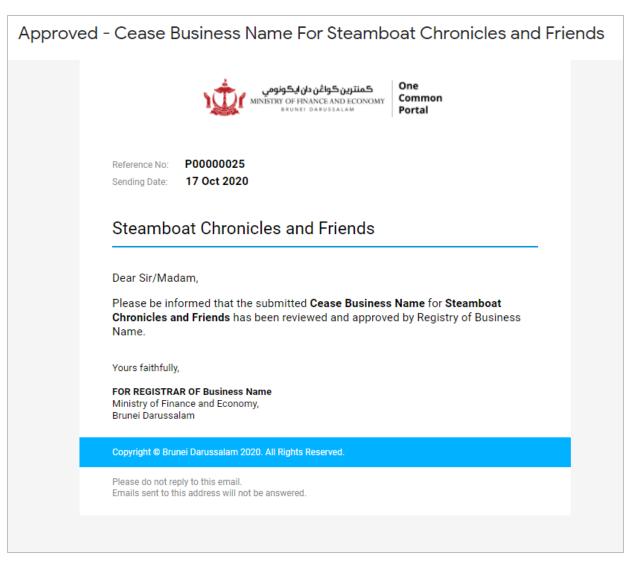
| Field | Example |
|----------------------|---|
| Reason for Cessation | Ceased to carry on business |
| | 17-Oct-2020 |
| Declaration Date | Default to today's date. Date must be greater than registration date. Date cannot be future date. |
| Upload File | |

4. Click on the Upload File to upload the Letter of Cessation.
5. Click on the Submit button.

You will be redirected to the OCP dashboard page.

| My Entities | | | | | | | |
|---|---------------------------|--|--------------------------|-----------------------------------|----------------|---|---------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainm | nent | | | | BusinessOwner | Registered |
| P0000026 | Tuition School | | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Registered |
| | | | View | All | | | |
| Unfinished Busine | esses | Finished Businesses | | Correspondence Details | ; | | |
| Draft Application No CRS20 Bar and Grills | 16-Oct-2020 | Application No CR520101618 Steamboat Chronicles and | 16-Oct-2020 d Friends | | No Information | on Available | |
| | | | | | | | |
| 05 Days Remaining Complete your business | 14 Days | Approved | 16-Oct-2020 | Payment | View All | Penalty | View All |
| before cancellation | | Application No CRS20101617 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | View Details | Steamboat Chronicles and | d Friends | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| | | | | | | | |
| | | | | | | | NOTE |
| Unfinished Busine | Application No. | Entity Name | Description | | | C1- | |
| Application Date | Application No. | | Description | | | | |
| 17-Oct-2020 | CRS2010171 | Steamboat Chronicles and Frien ds | Cease Business | Name | | P | ending Review |
| 16-Oct-2020 | CRS20101616 | Bar and Grills | Register a Busine | ess Name | | <u> </u> | Draft |
| 15-Oct-2020 | CRS2010156 | Steamboat Chronicles and Frien ds | Change Busines | s Name Details | | C | Praft |
| | | | View | All | | | |
| Finished Business | ies | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | atus |
| 16-Oct-2020 | CRS20101618 | Steamboat Chronicles and Frien ds | Change Busines | s Name Details | | <u> </u> | pproved |
| 16-Oct-2020 | CRS20101617 | Steamboat Chronicles and Frien ds | Change Busines | s Name Details | | A | pproved |
| 16-Oct-2020 | CRS2010168 | Puzzles | Register a Busine | ess Name | | A | pproved |
| | | | View | All | | | |

- 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.



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

After **approval** has been made:

| My Entities | | | | | | | |
|---|--|---|---------------------------------|--|------------------------------|---|--------------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainm | ient | | | | BusinessOwner | Registered |
| P0000026 | Tuition School | | | | | BusinessOwner | NOTE |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Ceased |
| | | | View | All | | | |
| Unfinished Business | ses | Finished Businesses | | Correspondence Details | 5 | | |
| Draft Application No CR52010 Bar and Grills | 16-Oct-2020 | Approved Application No CRS2010171 Steamboat Chronicles and | 17-Oct-2020 d Friends | | No Informatio | on Available | |
| O5 Days Remaining Complete your business re before cancellation | 14 Days egistration process View Details | Approved Application No CRS20101618 Steamboat Chronicles an | 16-Oct-2020 d Friends | Payment Super Kids Toys Address Change | View All 30 BND Online | Penalty ABC Computer Services Renewal Restration Paid on 25 May 2020 | View All 30 BND |
| Unfinished Business Application Date 16-Oct-2020 | SES Application No. CRS20101616 | Entity Name Bar and Grills | Description Register a Busin | iess Name | | Stat Di | |
| 15-Oct-2020 | CRS2010156 | Steamboat Chronicles and Frien ds | Change Busines | ss Name Details | | Dr | aft |
| 15-Oct-2020 | CRS2010154 | Steamboat Chronicles and Frien ds test 23 | Change Busines | ss Name Details | | Dr | aft |
| Finished Businesses | 5 | | View | r All | | | |
| Application Date | Application No. | Entity Name | Description | | | Stat | |
| 17-Oct-2020 | CRS2010171 | Steamboat Chronicles and Frien ds | Cease Business | Name | | Ap | pproved |
| 16-Oct-2020 | CRS20101618 | Puzzles | Register a Busin | iess Name tails | | Aţ | pproved |
| 16-Oct-2020 | CRS20101617 | Life and Bar | Register a Busin | ess Nameetails | | Aç | pproved |
| | | | View | / All | | | |

- 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.

| | Applicant |
|---------------------|-------------|
| RENEW BUSINESS NAME | Online User |
| | |

Navigate to the OCP dashboard.

| | ي ن ڪواڭن دان ايڪونومي MINISTRY OF FINANCE AND I BRUNEL DARUSSALA | ECONOMY Common | Alpha | | | | + New Entity | Muhammad Ashraf |
|-------------------------|--|-------------------------|------------------------------------|-------------|-----------------------------------|-------------|-----------------------|-----------------|
| Q | My Entities | | | | | | | 3 8 |
| Search | Registration No | Name | | | | | User Role | Status |
| | P0000027 | Abd Events | | | | | BusinessOwner | Registe 1 |
| Dashboard | P0000026 | Tuition School | | | | | BusinessOwner | Registered |
| My Entities | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| , | | | | Vie | w All | | | |
| E Purchased Items | Unfinished Busin | esses | Finished Businesses | | Correspondence Details | : | | |
| Verify | Draft | 12-Oct-2020 | Approved Application No CRS2010123 | 12-Oct-2020 | | | 2 | |
| Document | Application No CRS2 Station 103 | 2010121 | Abd Events | | | No Informat | ion Available | |
| Q Payment | 05 Days Remaining | 14 Days | | | | | | |
| Search | Complete your busine | ss registration process | Rejected | 12-Oct-2020 | Payment | View All | Penalty | View All |
| ~ | before cancellation | | Application No CRS2010122 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services | 30 BND |
| (i) Help | | View Details | Steamboat Chronicles | | Paid on 25 May 2020 | Online | 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).

The General Details page will be displayed.

| General Details General Details Maintain Company Addresses PUZZIeS and Cl Search Payment Change Business Name Details Filings Entity Status Registration Date 2 Search Correspondence Request Extract or Certificate Business Sector Search Correspondence Renew Business Name Cease a Business Name 56 - Food and beverage st Lodge General Form Lodge General Form | General Details PUZZIES and C Maintain Company Addresses Entity Status Register Search Payment Change Business Name Details Filings Entity Status Register Search Correspondence Request Extract or Certificate Business Sector Cease a Business Name Cease a Business Name | Conoral Dotails | | | |
|--|--|-----------------|---------------------------|-----------------------------|--------------------------------|
| Addresses Dever Details Entity Status Register Filings Entity | Addresses Dever Details Entity Status Register Filings Entity | beneral Details | | | |
| Owner Details Entity Status Register illings Search Correspondence Request Extract or Certificate Business Sector Cease a Business Name | Owner Details Entity Status Register illings Search Correspondence Request Extract or Certificate Business Sector Cease a Business Name | ddresses | Puzzles and Cl | Others | Maintain Company |
| Business Sector Cease a Business Name 55 - Eroct and bewarane er | Business Sector Cease a Business Name 55 - Eroct and beverage ero | Owner Details | Entity Status Register | Search Payment | Change Business Name Details |
| Business Sector Cease a Business Name | Business Sector Cease a Business Name | ilings | | Search Correspondence | Request Extract or Certificate |
| 56 - Food and heverage sc | 56 - Food and beverage sc | | Registration Date 2 | Request Extract Certificate | Renew Business Name |
| 56 - Food and beverage se Lodge General Form | 56 - Food and beverage se Lodge General Form | | Business Sector | | Cease a Business Name |
| | | | 56 - Food and beverage se | | Lodge General Form |
| | | | | | |
| | | | | | |

The Renew a Business Name page will appear.

| Business Name Renewal If the details displayed are not co You must then return and comp | prrect then save the application and use the relevant servi | ce to make the appropriate correc | ctions. | |
|--|---|-----------------------------------|-----------------|--|
| | | | | |
| General Details | | | | |
| Tuition School Poooo | 0026 | | | |
| Entity Status Registered | | Business Name Type | Sole Proprietor | |
| Registration Date 31-Oct-20 | 19 | 🛗 Renewal Due Date 🗧 | 31-Oct-2020 | |
| Business Sector | | | | |
| Education | | | | |
| | 3 | | | |
| Confirm General Details as Correc | | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A. Belait Runei Daussalam | | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A. Belait Runei Daussalam | rt mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam | rt mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54. SPG 64. Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam C Confirm Address Details as Correct Owner Details Individual | npung Mumong A, STKRJ, Kuala Belait, Kg Mumong 4 ct | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54. SPG 64. Jalan Jaya Indera, Ka A. Belait, Brunei Darussalam Confirm Address Details as Correct Owner Details | t mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong t t | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54. SPG 64. Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam Confirm Address Details as Correct Cowner Details Individual Identification Document Identification Identificati | t mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong t t t IC-Yellow 01048181 14-Jun-1992 | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SP6 64, Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam C Confirm Address Details as Corree Owner Details Identification Document Identification Document Identification Document Number Date Of Birth Full Name | t mpung Mumong A, STKRJ. Kuala Belait, Kg Mumong t t IC-Yellow 0104B181 14-Jun-1992 Muhammad Ashraf | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54. SPG 64. Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam Confirm Address Details as Correct Cowner Details Individual Identification Document Identification Identificati | t mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong t t t IC-Yellow 01048181 14-Jun-1992 | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SP6 64, Jadan Jaya Indera, Ka A, Belait, Brunei Darussalam Commer Details Individual Identification Document Identification Document Identification Document Identification Document Nationality | t mpung Mumong A, STKRJ, Kuala Belait, Kg Mumong L L IC-Yellow 01048181 14-Jun-1992 Muhammad Ashraf Brunei Darussalam Male S4, SPG 64, Jalan Jaya Indera, Kampung Mumong | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SP6 64, Jadan Jaya Indera, Ka A, Belait, Brunei Darussalam Commer Details Individual Identification Document Identification Document Identification Document Identification Document Nationality | IC-Yellow 14 ct IC-Yellow 01048181 14-Jun-1992 Muhammad Ashraf Brunei Darussalam Male 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam Confirm Address Details as Correct Coverer Details Identification Document Identification Document Identification Document Number Date Of Birth Full Name Nationality Gender Residential Address | IC-Yellow O1048181 14-Jun-1992 Muhammad Ashraf Brunei Darussalam Male 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam Correr Details Identification Document Identification Document Identification Document Number Date Of Birth Full Name Nationality Gender Residential Address Position | IC-Yellow Nuhamad Ashraf Brunei Darussalam Male 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam Self-employed | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 54, SPG 64, Jalan Jaya Indera, Ka A, Belait, Brunei Darussalam Confirm Address Details as Correct Coverer Details Identification Document Identification Document Identification Document Number Date Of Birth Full Name Nationality Gender Residential Address | IC-Yellow O1048181 14-Jun-1992 Muhammad Ashraf Brunei Darussalam Male 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam | | | |
| Addresses Principal Place of Business Start Date: 07-Oct-2020 S4, SP6 64, Jatan Jaya Indera, Ka A, Belait, Brunei Darussalam C Confirm Address Details as Correct Covner Details Individual Identification Document Identification Address Patiential Address Position Telephone | IC-Yellow O1048181 14-Jun-1992 Muhammad Ashraf Brunei Darussalam Male 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam Self-employed 673 8600697 | | | |

3. Review the **General Details** section and click on the Confirm General Details as Correct checkbox.

4. Review the Addresses section and click on the Confirm Address Details as Correct checkbox.

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 Save & Exit and update the details via
 Change Business Name Details function.
- 6. Click on the Submit button.

The Payment page will appear.

| Payments | |
|--|--------------------------|
| Application ID : CRS2010193 Tuition School (P00000026) Business Name - Renew Business Name | |
| business Name - Renew business Name | NOTE |
| Renew business name | BND 30.00 |
| | Total Amount BND 30.00 |
| Payment Method | |
| Credit Card | Pay over the counter (5) |
| | Proceed |

- 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.

Payment Method - Credit Card

| ayments | |
|-------------------------------------|--------------------------|
| Application ID : CRS2010193 | |
| Tuition School (P00000026) | |
| Business Name - Renew Business Name | |
| Renew business name | BND 30.00 |
| | Total Amount BND 30.00 |
| yment Method | |
| Credit Card | Pay over the counter (5) |
| | 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.

Payment Method – Pay Over The Counter

| Payments | | |
|---|---|-----|
| | NC | DTE |
| 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 co | | |
| REGISTRY OF COMPANIES AND BUSINESS NAMES Level 1, Island Block, Ministry of Finance and Econom | | |
| Commonwealth Drive, BB3910 | iy building | |
| 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 Appl | ication ID e.g. CRSxxxxxx for payment at counter. | |
| | Exit | 7 |

- For payment over the counter, take note of the <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.
- 7. Click on the ^{Exit} button.

The OCP dashboard page will appear.

| My Entities | | | | | | | 38 |
|--|---------------------------|---|-----------------|------------------------|----------------|-----------------------|----------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainn | nent | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Ceased |
| P00000017 | Tuition School | | | | | BusinessOwner | Registered |
| | | | View | w All | | | |
| Unfinished Busin | nesses | Finished Businesses | | Correspondence Details | | | |
| Draft Application No CR52 Bar and Grills | | Approved Application No CRS2010192 Tuition School | 19-Oct-2020 | | No Information | on Available | |
| 05 Days Remaining | g 14 Days | | | | | | |
| Complete your busine | ess registration process | Approved | 19-Oct-2020 | Payment | View All | Penalty | View All |
| before cancellation | | Application No CRS2010191 | | Super Kids Toys | 30 BND | ABC Computer Services | 30 BND |
| | View Details | Abd Events and Entertain | nment | Address Change | Online | Renewal Restration | |
| | View Details | | | | | | |
| | | | | | | | NOTE |
| Unfinished Busin | iesses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | tus |
| 19-Oct-2020 | CRS2010193 | Tuition School | Renew Busines | ss Name | | Pe | ending Payment |
| 16-Oct-2020 | CRS20101616 | Bar and Grills | Register a Busi | iness Name | | D | aft |
| 15-Oct-2020 | CRS2010156 | Steamboat Chronicles and Frien ds | Change Busine | ess Name Details | | D | aft |
| | | | Viet | w All | | | |
| Finished Busines | SAS | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | tus |
| 19-Oct-2020 | CRS2010192 | Abd Events and Entertainment | Renew Busines | ss Name | | A | proved |
| 19-Oct-2020 | CRS2010191 | Abd Events and Entertainment | Change Busine | ess Name Details | | A | proved |
| 17-Oct-2020 | CR52010171 | Steamboat Chronicles and Frien ds | Cease Busines | is Name | | Aj | pproved |
| | | | Viet | w All | | | |

- 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:

| My Entities | | | | | | | |
|--|----------------------------------|---|-----------------|-----------------------------------|---------------|---|----------------|
| Registration No | Name | | | | | User Role | Status |
| P0000027 | Abd Events and Entertainn | nent | | | | BusinessOwner | Registered |
| P0000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Ceased |
| P00000017 | Tuition School | | | | | BusinessOwner | Registered |
| | | | Viev | v All | | | |
| Unfinished Bus | sinesses | Finished Businesses | | Correspondence Details | i | | |
| Draft | 16-Oct-2020 | Approved | 19-Oct-2020 | | | J | |
| Application No C | | Application No CRS2010192 Tuition School | | | No Informatio | on Available | |
| 05 Days Remain | • | Approved | 19-Oct-2020 | Payment | View All | Penalty | View All |
| Complete your bus before cancellation | siness registration process n | Application No CRS2010191 | 15 611 2020 | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| | View Details | Abd Events and Entertain | nment | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| Unfinished Bus | sinesses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | itus |
| 19-Oct-2020 | CRS2010192 | Abd Events and Entertainment | Renew Busines | is Name | | P | ending Payment |
| 16-Oct-2020 | CRS20101616 | Bar and Grills | Register a Busi | ness Name | | <mark>.</mark> | raft |
| 15-Oct-2020 | CRS2010156 | Steamboat Chronicles and Frien ds | Change Busine | ss Name Details | | <mark>.</mark> | raft |
| | | | Viev | w All | | | NOTE |
| Finished Busin | iesses | | | | | | |
| Application Date | Application No. | Entity Name | Description | | | Sta | itus |
| 19-Oct-2020 | CRS2010193 | Tuition School | Renew Busines | is Name | | ٩ | pproved |
| 19-Oct-2020 | CRS2010191 | Abd Events and Entertainment | Change Busine | ss Name Details | | ٩ | pproved |
| 17-Oct-2020 | CRS2010171 | Steamboat Chronicles and Frien ds | Cease Busines | s Name | | A | pproved |
| | | | Viev | N All | | | |

- 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.

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

| Submitted - Renew Business Name For Tuition School P00000026 | | | |
|---|--|--|--|
| کمنترین کواڠن دان ایکونومی One MINISTRY OF FINANCE AND ECONOMY Common BRUNEL DARUSSALAM 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 | | | |
| Copyright © Brunei Darussalam 2020. All Rights Reserved. | | | |
| Please do not reply to this email. Emails sent to this address will not be answered. | | | |

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



8. Click on the attachments to view the document.

| s vigit | OVERNMENT OF BRUNEI DARUSS/ RECEIPT | ALAM |
|-------------------------------------|--|-----------|
| 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 |

| | Applicant |
|--------------------|-------------|
| LODGE GENERAL FORM | Online User |

Navigate to the OCP dashboard.

| | n the | ين ڪواڠن دان ايڪونومي MINISTRY OF FINANCE AND E BRUNEI DARUSSALA | ECONOMY Common | Alpha | | | | + New Entity | Muhammad Ashraf |
|--------------------|-------|---|-------------------------|---|-------------|-----------------------------------|-------------|---|-----------------|
| Q | | My Entities | | | | | | | 3 88 |
| Search | | Registration No | Name | | | | | User Role | Status |
| | | P00000027 | Abd Events | | | | | BusinessOwner | Registe 1 |
| 08 Dashboard | | P0000026 | Tuition School | | | | | BusinessOwner | Registered |
| My Entities | | P0000025 | Steamboat Chronicles | | | | | BusinessOwner | Registered |
| | | | | | Vie | W All | | | |
| Purchased Items | | Unfinished Busin | esses | Finished Businesses | | Correspondence Details | | | |
| Verify | | Draft | 12-Oct-2020 | Approved | 12-Oct-2020 | | | 7 | |
| Document | | Application No CR52 Station 103 | 1010121 | Application No CR52010123 Abd Events | | | No Informat | tion Available | |
| Q Payment | | 05 Days Remaining | 14 Days | | | | | | |
| Search | | Complete your busines | ss registration process | Rejected | 12-Oct-2020 | Payment | View All | Penalty | View All |
| 0 | | before cancellation | | Application No CRS2010122 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services Renewal Restration | 30 BND |
| Help | | | View Details | Steamboat Chronicles | | Paid on 25 May 2020 | Online | 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).

The General Details page will be displayed.

| | | | Actions Admin Registry |
|-----------------|---------------------------|-----------------------------|--------------------------------|
| General Details | General Details | | |
| Addresses | Puzzles and Cl | Others | Maintain Company |
| Owner Details | Entity Status Register | Search Payment | Change Business Name Details |
| | | Search Correspondence | Request Extract or Certificate |
| Filings | Registration Date 2 | Request Extract Certificate | Renew Business Name |
| | Business Sector | | Cease a Business Name |
| | 56 - Food and beverage se | | Lodge General Form |
| | | | |

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

The Lodgement of Documents page will appear.

| Lodgement of Documents | | |
|--|-----------------------------------|---|
| Puzzles and Clues P30000063 | | 3 |
| Document Name * | Business Name Registry | |
| Effective Date * | 05-Nov-2020 | |
| Documents to be uploaded General Form of Application to the Register * Supporting Documents | 4 Choose Files 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 | Today's date will be auto-populated as default. Date must be equal to or after the incorporation date. |

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

Click on the

Choose Files

button to upload the document.

| Consered Form of Application to the Decistor * | | 5 |
|--|--|---|
| General Form of Application to the Register * | Business Name Registry.png 0.0 MB Ready to upload | 8 |
| | 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 P30000063 Document Name * Effective Date * | Business Name Registry 05-Nov-2020 | |
| Documents to be uploaded General Form of Application to the Register * Supporting Documents | Business Name Registry.png | |
| | | 6 Submit Cancel |

| To download the uploaded file. | |
|--------------------------------|---|
| To delete the uploaded file. | |
| Clear All | To delete all uploaded additional file. |
| Choose Files | To upload additional file. |

6. Click on the Submit section.

The **Payment** page will appear.

| Payments | | |
|---|--|-----------|
| Application ID : CRS2011051 Puzzles and Clues (P300000063) Business Name - Lodge General Form of Application | on to the Register | NOTE |
| Fee - Lodge General Form of Application to | the Register | BND 10.00 |
| Payment Method | Total Amount | BND 10.00 |
| Credit Card | Pay over the counter | \$ |

- 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.

Payment Method - Credit Card

| Payments | | |
|--|----------------------|-----------|
| Application ID : CRS2011053 | | |
| Puzzles and Clues (P30000063) | | |
| Business Name - Lodge General Form of Applicatio | n to the Register | |
| Fee - Lodge General Form of Application to t | he 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.

Payment Method - Pay Over The Counter

| Payments | NOTE | | | |
|---|-----------|--|--|--|
| Application ID : CRS2011053 Puzzles and Clues (P30000063) 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. CRSxxxxxx for payment at counter. | | | | |
| | 7 Exit | | | |

Note:

- For payment over the counter, take note of the <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.
- 7. Click on the

button.

Exit

The OCP dashboard page will appear.

| Unfinished Busine | sses | | | NOTE |
|-------------------|-----------------|-----------------------|---|-----------------|
| 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 Business | es | | | |
| 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 | |

- 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.

| Form of Application | ז. | | | | | | |
|----------------------|---|--|--|--|--|--|--|
| Submitted - Lodge Ge | Submitted - Lodge General Form of Application to the Register For Puzzles and Clues P30000063 | | | | | | |
| | حمتترین کواغن دن ایکونومی MINISTRY OF FINANCE AND ECONOMY BRUNEL DARUSSALAM | | | | | | |
| | 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 | | | | | | |
| | Copyright © Brunei Darussalam 2020. All Rights Reserved. | | | | | | |
| | Please do not reply to this email. Emails sent to this address will not be answered. | | | | | | |
| | | | | | | | |

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

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



8. Click on the attachments to view the document.

| G T | OVERNMENT OF BRUNEI DARUSSA RECEIPT | ALAM | | |
|-------------------------------------|--|-----------|--|--|
| 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 A | pplication to the Register | BND 10.00 | | |
| | Adjustment Amount | BND 0.00 | | |
| | Total Amount | BND 10.00 | | |

| SEARCH BUSINESS NAME | Applicant |
|----------------------|-------------|
| (INTERNAL USER) | 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.

| | | NISTRY OF FINAN | CE AND ECONOMY RUSSALAM One Common Portal | V 0.4.0 Alpha | | | | | | + New Entity M |
|--------------------|-------------------------|------------------------------|---|------------------------------|--|--------------------------|---------------------------------|---------------------------------------|------------|---------------------------|
| | | , | Work Summary | | | | | | | |
| Dashboard | 1 | | Newly Registere Business Name | | Newly Registered Limited Liability Partnerships | Newly Regi Local Comp | | Newly Registered Foreign Companies | | Newly Registered Users |
| Q Search | Q Search Register | Q Search Register Role | 19-Oct-2020 | | 19-Oct-2020 | 19-Oct-20 | 20 | 19-Oct-2020 | | 19-Oct-2020 |
| Rayments | | | Payment Received Ove 13-Apr-2020 | er Counter | BND | 2,000.00 | Payment Received 13-Apr-2020 | d Over Other Channels | | BND 5,000.00 |
| 2 EPG | | , | Work Queue | | | | | | | 2 8 |
| | | | Updated Date 08-Oct-2020 | Application No CR52010088 | Entity Name KFC Holdings Limited | Description | or Involuntary Winding U | lp | Team | Status Active |
| Bankruptcy List | | | 07-Oct-2020 | CR520100715 | ABC LLP | Change of | imited Liability Partners! | hip Name | REG | Active |
| Admin | | | 07-Oct-2020 | CR520100711 | UFF LLP | | lgement Forms | | REG | Active |
| | | | Recently Approved | | | View A | п | | | |
| Reports | | | Approved Date | Application No. | Entity Name | | Description | Approved | Ву | Status |
| 0 | | | 19-Oct-2020 | CRS2010192 | Tuition School | | Renew Business N | lame | | Appro |
| Help | | | 19-Oct-2020 | CRS2010191 | Abd Events and Entertainment | | Change Business | Name Details Muhamm | nad Ashraf | Appro_ |
| | | | 17-Oct-2020 | CR52010171 | Steamboat Chronicles and Frie | nds | Cease Business N | ame Muhamn | nad Ashraf | Appro |
| | | | 16-Oct-2020 | CR520101618 | Steamboat Chronicles and Frie | ends | Change Business | Name Details Muhamm | nad Ashraf | Appro |



The Register Search page will be displayed.

| | رين ڪواڠن دان ايڪونومي MINISTRY OF FINANCE AND E BRUNEI DARUSSALAI | ECONOMY Common Portal V 0.4.0 Alpha | | | |
|-----------|--|--|-------------------|----|---|
| | | | | | |
| 08 | | Register Search | | | |
| Dashboard | | | | | |
| q | | Item Name or Number | Contains | \$ | 2 |
| Search | | Register Type | Business Name | | ÷ |
| Payments | | Advanced Search * | 3 Search Reset | t. | |
| EPG | | | | | |

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. | |
| Reset To clear the fields. | |

| | منترین کواغن دان ایکونومی MINISTRY OF FINANCE AND ECONOMY BRUNEL DARUSSALAM O 0.4.0 Alpha | |
|--------------------|--|--|
| | | |
| | Register Search | |
| 08 | | |
| Dashboard | | |
| | Item Name or Number | Contains \$ |
| Q | | |
| Search | Register Type | Business Name 🗢 |
| | | |
| 53 | Advanced Search 🔫 | |
| Payments | | |
| | | Search Reset |
| | | |
| 2 EPG | | |
| 210 | | |
| | | |
| | Searched Results | |
| Bankruptcy List | | |
| | Displaying 1 - 30 of 30 results | |
| _ | | |
| 🖻 Admin | « < <mark>1</mark> > » | NOTE |
| | | NOTE |
| | ABCD Trading (P0000001) | |
| | Registration Date | 12-Sep-2020 |
| Reports | Entity Type | Business Name |
| | Entity Status Principal Place of Business | Registered Address 1, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussalam |
| () | integer accordances | , mean , mege , eeere, eraner nadia, broner burabbaan |
| Help | Bello Cafe (P0000002) | |
| | Registration Date | 14-Sep-2020 |
| | Entity Type | Business Name |
| | Entity Status | Registered |
| | Principal Place of Bothess | Address 1, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam |
| | | |
| | Cottage (P0000003) | |
| | Registration Date Entity Type | 14-Sep-2020 Business Name |
| | Entity Status | Registered |
| | Principal Place of Business | Address 1, Mukim 1, Village 1, BB1414, Brunei Muara, Brunei Darussalam |
| | | |

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

- · For the search results, the following information are displayed:
 - o Entity Name
 - o Entity Number
 - Registration Date
 - Entity Type
 - Entity Status
 - o 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.

The General Details page will be displayed.

| General Details Addresses | General Details Bello cafe P00000002 | |
|---------------------------|---|--------------------------------------|
| Owner Details | Entity Status Registered | Business Entity Type Sole Proprietor |
| Filings | Registration Date 14-Sep-2020 | Renewal Due Date 14-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

| SEARCH BUSINESS NAME | Applicant |
|----------------------|-------------|
| (EXTERNAL USER) | 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.

| 15 | منترین کواغن دان لیکونومی MINISTRY OF FINANCE ND ECONOMY BEENEL DATUSIALAM | V 0.4.0 Alpha | | | | | + Nex | w Entity Mu |
|------------------------|--|---------------------------|--|--------------|-----------------------------------|-------------|-----------------------|----------------|
| | My Entities | | | | | | | |
| 1 | Registration No | Name | | | | | User Role | Status |
| Q | P0000027 | Abd Events and Entertainn | nent | | | | BusinessOwner | Registered |
| Search | P00000025 | Steamboat Chronicles and | Friends | | | | BusinessOwner | Ceased |
| 08 Dashboard | P00000017 | Tuition School | | | | | BusinessOwner | Registered |
| My Entities | | | | Vie | w Ali | | | |
| ., | Unfinished Busine | sses | Finished Businesses | | Correspondence Details | | | |
| Purchased Items | Dreft | 16-Oct-2020 | Approved | 19-Oct-2020 | | | | |
| Verify | Application No CR520 Bar and Grills | 101616 | Application No CR\$2010192 Tuition School | | | No Informat | -Ø ion Available | |
| locument | 05 Days Remaining | 14 Days | Approved | 19-Oct-2020 | Payment | View All | Penalty | View Alt |
| Q Payment Search | Complete your business before cancellation | | Application No CRS2010191 | | Super Kids Toys Address Change | 30 BND | ABC Computer Services | 30 BND |
| | | View Details | Abd Events and Enter | tainment | Paid on 25 May 2020 | Online | Paid on 25 May 2020 | |
| () Help | | | | | | | | |
| | Unfinished Busine | sses | | | | | | |
| | Application Date | Application No. | Entity Name | Description | | | Star | tus |
| | 19-Oct-2020 | CR52010193 | Tuition School | Renew Busine | ss Name | | Pr | anding Payment |



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

| | ن ڪواڻن دان ايڪونومي MINISTRY OF FINANCE AND BRUNEL DARUSSAL | ECONOMY Common | |
|-----------|--|---------------------|-------------------|
| | | Register Search | |
| Q | | Item Name or Number | Contains |
| Search | | Register Type | Business Name \$ |
| Dashboard | | Advanced Search + | 3 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. | |
| Reset To clear the fields. | |

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

| Purchased Items | Searched Results | |
|------------------------|--|---|
| | Displaying 1 - 30 of 30 results | |
| Verify Document | « < <mark>1</mark> > » | |
| | ABCD Trading (P00000001) | |
| Q Payment Search | Registration Date Entity Type Entity Status Principal Place of Business | 12-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussa Request Information |
| Help | Bello Cafe (P00000002) | |
| | Registration Date Entity Type Entity Status Principal Place of Business | 14-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam Request In NOTE |
| | Cottage (P0000003) | |
| | Registration Date Entity Type Entity Status Principal Place of Business | 14-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB1414, Brunei Muara, Brunei Darussalam Request Information |

- · For the search results, the following information are displayed:
 - o Entity Name
 - Entity Number
 - Registration Date
 - Entity Type
 - Entity Status
 - Principal Place of Business
- Only <u>Authorized</u> 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.

The Business Name Extracts section will appear.

| | Common Portal V 0.4.0 Alpha | | + New Entity | 🛱 🚺 Items - BND 30 |
|---|--|--|--------------|--------------------|
| earche | ed Results | | | |
| Displ | olaying 1 - 30 of 30 results | | | |
| « « | < 1 > » | | | |
| ABC | CD Trading (P00000001) | | | |
| | orporation Date | 12-Sep-2020 | | |
| | ity Type | Business Name | | |
| | ity Status | Registered | | |
| Prin | ncipal Place of Business | Address, Mukim 1, Village 1, BB3510, Brunei Muara, Brunei Darussalam | | |
| | | Request Information | | |
| | | | | |
| E | Business Name Extracts | 5 | | |
| | Business Name Extracts Request of Information – Business I | 5 | | |
| F | | 5 | | |
| я н | Request of Information – Business M | Names Profile as at 19-Oct-2020 BND 30.00 Buy | | |
| F H Bell | Request of Information – Business I Historical – Business Name Profile | Names Profile as at 19-Oct-2020 BND 30.00 Buy | | |
| F - Belli Inco | Request of Information – Business I Historical – Business Name Profile Io Cafe (P0000002) | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy | | |
| F Bell Inco Entit Entit | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date Ity Type Ity Status | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 | | |
| F Bell Inco Entit Entit | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date Ity Type | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 Business Name | | |
| F Bell Inco Entit Entit | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date Ity Type Ity Status | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 Business Name Registered | | |
| F Bell Inco Entit Entit Prine | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date Ity Type Ity Status | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam | | |
| F Belli Inco Entit Print | Request of Information – Business Mathematical – Business Name Profile In Cafe (P00000002) orporation Date Ity Type Ity Status Icipal Place of Business | Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam | | |
| Bell Inco Entit Print Cott | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date Ity Type Ity Status Iccipal Place of Business | S Names Profile as at 19-Oct-2020 BND 30.00 Buy BND 10.00 Buy 14-Sep-2020 Business Name Registered Address, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam | | |
| F Bell Inco Entiti Prin Cott Inco Entiti | Request of Information – Business I Historical – Business Name Profile Io Cafe (P00000002) orporation Date ity Type Ity Status Incipal Place of Business | Names Profile as at 19-Oct-2020 BND 30,00 Buy BND 10.00 Buy BND 10.00 Buy Address Name Business Name Registered Address, Mukim 1, Village 1, BB4713, Brunei Muara, Brunei Darussalam Request Information 14-Sep-2020 | | |

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 \Im icon.

The Shopping Cart section will appear.

| Shopping Cart | | | NOTE | | |
|--|-----------------------------|---------------------|--------|---|---|
| List of Items | | | NOTE | | |
| 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 that require further verification by the Reg | gistry. I/We hereby declare | that I/We wish to p | | | |
| transaction is final and irrevocable, and that it is not subject to | o any cancellation or amen | idments. | | 9 | |

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 <u>Application ID</u> and <u>total payment</u> and visit the ROCBN counter to make the payment.

| Delete | To delete an item from the item list. |
|---------------------|---------------------------------------|
| Clear Shopping Cart | To clear the shopping cart. |
| Cancel | To cancel the purchase. |