



ONE•COMMON•PORTAL

User Guide

Incorporation of Companies

PURPOSE

This user guide acts as a reference for **Applicants** to Incorporate and manage a company in OCP.

- Incorporate a Public Company
- Incorporate a Private Company
- Register Branch of Foreign Company
- View an Approved company
- File Annual Return
- Request Extension of Time
- Lodge General Form of Application to the Register
- Change Company Name
- Update Memorandum and Articles of Association Details
- Change Business Sector
- Update Company Details
- Update Shareholder Details
- Update Director Detail
- Update Director Structure
- Update Register of Controllers
- Grant Authority to Employee / Agent
- Increase Share of Capital
- Allotment of Shares
- Transfer of Shares
- Application to Strike Off Company
- Lodgement for Voluntary Winding Up
- Lodgement for Creditors Winding Up
- Lodgement for Involuntary Winding Up (Court Order)
- Withdrawing of Striking Off Application

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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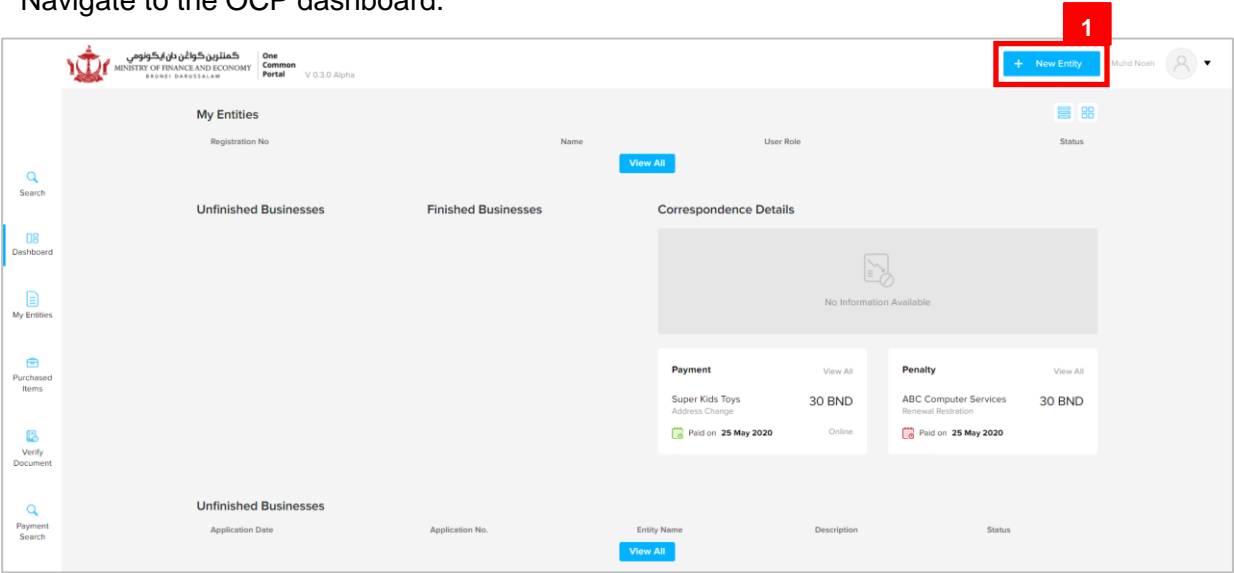
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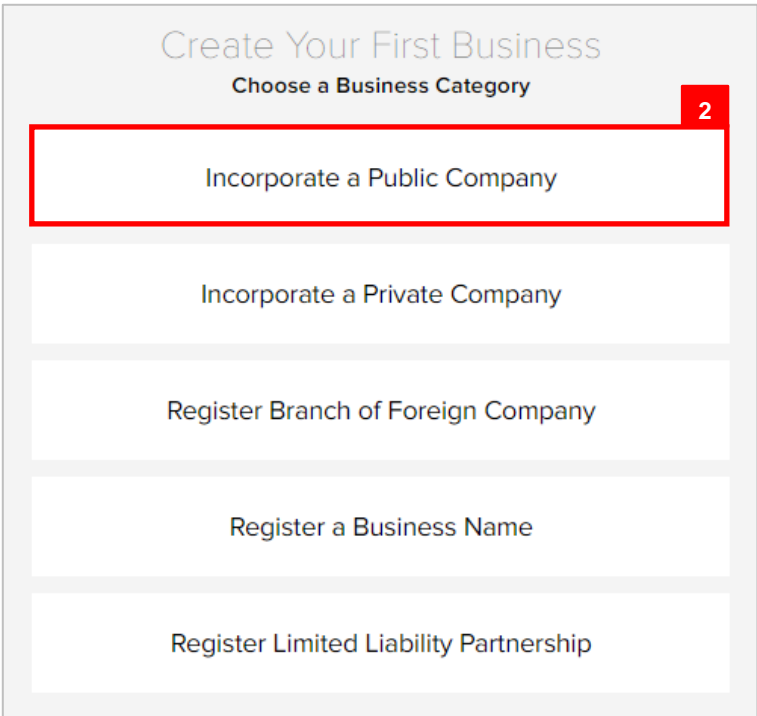
INCORPORATE A PUBLIC COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the + New Entity button.

The **Choose a Business Category** page will appear.



2. Click on the Incorporate a Public Company button.

OCP - Company

The **Incorporate a Public Company** page will appear.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Important Information

Dear Sir / Madam,

You are about to incorporate a public company (berhad) under the Companies Act, Cap. 39, please take note of the following statutory obligations:

a) A public company is required to hold Annual General Meeting (AGM)

b) A public company is required to submit its Annual Returns to the Registrar of Companies after 28 days holding its Annual General Meeting (AGM)

c) A public company is required to file Income Tax Returns to the Collector of Income Tax

d) A public company is required to maintain beneficial ownership information in the form of an electronic register of registrable controllers.

e) All companies must maintain an electronic Register of Members, which is a listing of all shareholders

f) Update Register on any changes to any particulars within the stipulated timeframe.

1 / We have read the above notice and understood the statutory obligations of a public company to the Registrar of Companies.

Next

Save & Exit

Cancel

3. Read through the important information and click on the

1 / We have read the above notice and understood the statutory obligations of a public company to the Registrar of Companies.

checkbox.

4. Click on the

Next

 button.

6

OCP - Company

The **General Details** section will appear.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Regi

5

General Details

Proposed Name of Company *

The Lots BHD

The proposed name is available to register!

Business Sector * ?

56 - Food and beverage services activities

✓

Authorized Share Capital *

25000

Limited By *

Shares

✓

Memorandum and articles of association * ?

Choose Files

Supporting Documents

Choose Files

Validate

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

Field	Example
Proposed Name of Company	The Lots BHD
Business Sector	56 – Food and beverage services activities
Authorized Share Capital	25000
Limited By	Shares

Note:

- For more information regarding the **Business** Sector, click on the ? icon and refer to the link provided.
- Companies are only allowed to have one Business Sector.
- Companies in Brunei Darussalam must have a minimum of 25000 Authorised Share Capital.

Business Sector * ?

Authorized Share C

Limited By *

For reference, please visit:
<http://www.deps.gov.bn/DEPD%20Documents%20Library/DOS/National%20Classifications/BDSIndustrialC%202011.pdf>

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OCP - Company

- The system will auto-validate **Proposed Name of Company** and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
A Public company must include at the end of its name the word “BERHAD” (or its abbreviation “BHD” or “Bhd.”)	The proposed name does not indicate that it is a public company Add BERHAD / Berhad / BHD / Bhd at the end of the proposed Company 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 Company Name.
The proposed name is similar or identical to an existing proposed / registered Company 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 Company Name. Need to provide proof of consent for using proposed Company Name.

- For **Authorized Share Capital**:
 - If selected **Limited By = Shares**, value must be a whole number greater than or equal to 7.
 - If selected **Limited By = Guarantee**, value must be a whole number greater than or equal to 0.
- If the proposed name is similar or identical to an existing registered / proposed Company Name, the following section will appear:

Consent Required to use existing name ? *

☒ Yes

☐ No

Consent *

Choose Files

User is advised to upload a proof of consent from the owner of the registered company that the applicant has consent to use the proposed company name.

OCP - Company

It is compulsory to upload the **Memorandum and Articles of Association**.

Memorandum and articles of association *

Supporting Documents

Choose Files

Choose Files

6. Click on the **Choose Files** button and select the memorandum and articles of association document.

Memorandum and articles of association *

Supporting Documents

Doc 1.png
0.1 MB Ready to upload

Upload File

Choose Files

Choose Files

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

The file will be uploaded.

Memorandum and articles of association *

Supporting Documents

Doc 1.png

Choose Files

Choose Files

8. Repeat steps 6 – 7 to upload **Supporting Documents** (if any).

OCP - Company

Once all the required details are entered/uploaded, proceed to the next section.

Memorandum and articles of association *

?

Doc 1.png

×

Choose Files

Supporting Documents

Doc 2.png

×

Choose Files

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

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

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

9

Prev

Next



Save & Exit

Cancel

9. Click on the

Next

 button.

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

OCP - Company

The **Addresses** section will appear.

Addresses

Registered Office Address

10

Address *

54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code *

KA 1531

Country *

Brunei Darussalam

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

11

Save

Clear

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

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

11. Click on the

Save

 button.

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

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Addresses

Registered Office Address

Address *

Postal Code *

Country *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Brunei Darussalam

Added Addresses

1

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

Edit

Delete

Prev

Next

Save & Exit

Cancel

Note: Only one **Registered Office Address** can be saved at a time.

Once the address is saved, proceed to the next section.

12. Click on the

Next

 button.

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

The **Directors** section will appear.

Incorporate a Public Company

Important Information

General Details

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Directors

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Review

Directors13

Add Me as Director

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Address *

34, SPG 23, Jalan Indera Jaya

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

Business Occupation *

Business Director

Telephone *

Country *+673

Number *8601111

Email *

nick

15

.com

Add Director

clear

Note:

- At least 2 directors must be entered for a public company.
- There is no limit to the number of directors that can be specified.
- Directors must be individuals.
- If there are 2 directors in the company, then at least one must be a Brunei Ordinarily Resident.
- If there are more than 2 directors in the company, then at least 2 directors must be Ordinarily Resident.
- If there are 2 foreign directors without any Local director, then at least 1 Ordinarily Resident must be provided.
- If there are 3 or above foreign director without any Local director, then at least 2 Ordinarily Resident must be provided.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

13. Click on the [Add Me as Director](#) if you are one of the Directors of the company.

Note: If the user has updated the user’s profile, clicking on the [Add Me as Director](#) link will enter the user’s details in all the fields except for the **Business Occupation** field.

14. Enter the details for **Business Occupation** section as per the example below.

Field	Example
Business Occupation	Business Director

15. Click on the [Add Director](#) button.

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

Directors

[Add Me as Director](#)

16

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Gender *

☒ Male

☐ Female

Address *

No. 48, Jalan 99

Postal Code *

BB1421

Mukim *

Gadong A

Village *

Kg Rimba

District *

Brunei Muara

Country *

Brunei Darussalam

Business Occupation *

Financer

Telephone *

Country *

673

Number *

8148187

Add

Email *

muhammad.daniel@gmail.com

17

Add Director

clear

Added Directors

1

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam

Business Occupation

Business Director

Telephone

+673 8601111

Email

muhd.ash92@gmail.com

Edit

Delete

14

OCP - Company

Add a second director for the company.

16. Enter the details for **Directors** section as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01048181
Date of Birth		30-Jul-1991
Full Name		Muhammad Daniel
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		No. 48, Jalan 99
Postal Code		BB 1421
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Gadong A
Village		Kg Rimba
District		Brunei Muara
Country		Brunei Darussalam
Business Occupation		<i>Flnancer</i>
Telephone	Country Code	+673
	Number	8148187
Email		muhd.daniel@gmail.com

17. Click on the

Add Director

 button.

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

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

Incorporate a Public Company

Important Information

General Details

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Review

Directors

Add Me as Director

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Business Occupation *

Telephone *

Country *

Number *

Email *

Add Director

clear

Added Directors

1

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Business Occupation

Telephone

Email

Muhammad Ashraf

IC-Yellow

01-048181

14-Jun-1992

Brunei Darussalam

34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam

Business Director

+673 8601111

muhd.ash92@gmail.com

Edit

Delete

2

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Business Occupation

Telephone

Email

Muhammad Daniel

IC-Yellow

01-048180

30-Jul-1991

Brunei Darussalam

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

Financer

673 8148187

muhd.daniel@gmail.com

Edit

Delete

NOTE

Documents to be uploaded

List of Directors (Form X) *

Choose Files

Consent to Act as Director Form *

Choose Files

Director's ID Evidence *

Choose Files

Ordinarily Resident

Choose Files

Prev

Next

Save & Exit

Cancel

Note:

- Director must upload the **List of Directors (Form X)**.


Documents to be uploaded


List of Directors (Form X) *

Choose Files

?

Please upload List of Directors' Particulars form (Form X) to this tab. This form can be downloaded at:
[https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20\(Sendirian%20Berhad%20or%20Berhad\)/Form_X_2017.docx](https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20(Sendirian%20Berhad%20or%20Berhad)/Form_X_2017.docx)

Click on the  icon and refer to the link provided.

- Director must provide **Consent to act as Director Form**. Form can be found under Downloadable Forms via OCP Main Menu > Companies.
- ID Evidence must be supplied. Click on the  icon for more information.

Director's ID Evidence *

Choose Files

?

Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of intended directors.

Upload the required documents for the directors.

Documents to be uploaded

List of Directors (Form X) *

?

Consent to Act as Director Form *

?

Director's ID Evidence *

?

Ordinarily Resident

18

Choose Files

Choose Files

Choose Files

Choose Files

18. Click on the

Choose Files

 button and select the **Form X** document.

Documents to be uploaded

List of Directors (Form X) *

?

Doc 1.png
0.1 MB

19

to upload

Upload File

Choose Files

19. Click on the

Upload File

 button to upload the file.

The file will be uploaded.

Documents to be uploaded

List of Directors (Form X) *

?

Doc 1.png

Choose Files

20

Consent to Act as Director Form *

?

Director's ID Evidence *

?

Ordinarily Resident



Choose Files

Choose Files

Choose Files

20. Repeat steps 18 – 19 to upload **Consent to Act as Director Form**, **Director's ID Evidence** and **Ordinarily Resident** (if director has green IC).

18

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

Documents to be uploaded

List of Directors (Form X) * ?

Doc 1.png

Choose Files

Consent to Act as Director Form *

Doc 1.png

Choose Files

Director's ID Evidence * ?

Doc 1.png

Choose Files

Ordinarily Resident

Choose Files

20

Prev

Next

Once the directors are added and all required documents are uploaded, proceed to the next section.

20. Click on the

Next

 button.

The **Shareholders** section will appear.

Incorporate a Public Company

Important Information

General Details

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Review

Shareholders

Added Shareholders

Authorised Share Capital

21

Do you have extensive shareholding ?

Yes

No

If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders

List of all Shareholders *

Choose Files

Please upload the upload list of all shareholders

21

Shareholder Type *

Individual

22

Select from list of Directors

23

Muhammad Daniel

Add me as Shareholder

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Afghanistan

Gender *

Male

Female

Residential Address

Address *

No.48, Jalan 99

Note:

- At least 7 shareholders must be entered.
- No maximum number of shareholders.
- Include the option to select shareholders from the list of Directors.
- Include the “Add Me as Shareholder” option.
- Shareholder must not be a bankrupt.
- Extensive shareholdings are allowed.

20

21. Click on the ☐ Yes radio button if the user has extensive shareholding

Click on the ☐ No radio button if the user does not have extensive shareholding.

Note: If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders.

If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders

List of all Shareholders *

Choose Files

Repeat steps 18 – 19 to upload **List of all Shareholders**.

22. Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Individual

☒ Select from list of Directors

23. Click on the ☒ Select from list of Directors checkbox to select the existing director(s) as a shareholder.

24. Similarly, user can click on the [Add me as Shareholder](#) to add the user as a director.

Note: Clicking on the [Add me as Shareholder](#) link or selecting an existing director as a shareholder will enter the user’s details in all the fields except for the **Number of Shares** field.

25

Number of Shares *

2500

26

Add Shareholder

Clear

25. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	2500

26. Click on the [Add Shareholder](#) button.

OCP - Company

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

Shareholders

Authorised Share Capital

Do you have extensive shareholding ? ☒ Yes ☐ No

If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders

List of all Shareholders *

Choose Files

Please upload the upload list of all shareholders

Shareholder Type *

Registered Company

Added Shareholders

1

Individual

Full Name

Muhammad Daniel

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

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

Occupation

Director

Telephone

673 2382238

Number of Shares

2500

Edit

Delete

27. Shareholder Types can be **Registered Company** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Registered Company

Shareholder Type *

Registered Company

Search Company

RC00000007 : Company 1 Bhd

Company Number

RC00000007

Company Name

Company 1 Bhd

Company Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Number of Shares *

10000

Add Shareholder

Clear

28. Enter the details for **Search Company** field as per the example below.

Field	Example
Search Company	RC0000000007

Note: Company must be registered in OCP before adding Company as a shareholder.

29. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	10000

30. Click on the **Add Shareholder** button.

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

Shareholders

Authorised Share Capital

Do you have extensive shareholding ? ☒ Yes ☐ No

If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders

List of all Shareholders *

Choose Files

Please upload the upload list of all shareholders

Shareholder Type *

Individual

☒ Select from list of Directors

Add me as Shareholder

Identification Document *

Added Shareholders

1 Individual

Full Name

Muhammad Daniel

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

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

Occupation

Director

Telephone

673 2382238

Number of Shares

2500

Edit

Delete

2 Registered Company

Company Name

Company 1 Bhd

Company Number

RC00000007

Company Address

54, SPG 64, Jalan Jaya Indera, Kampong Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam

Number of Shares

10000

Edit

Delete

31. Shareholder Types can be **Other Incorporated Entity / Other Incorporated Entity (Foreign)** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Other Incorporated Entity

Shareholder Type *

Other Incorporated Entity

32

Entity Number

001008834

Entity Name *

AITI

Company Address

Address *

Block B14 Simpang 32-5, Jalan Berakas

Postal Code *

BB3713

Mukim *

Berakas

Village *

Kg ANggerek Desa

District *

Brunei Muara

Country *

Brunei Darussalam

Entity Type *

Director

Number of Shares *

7000

33


Save

Clear

OCP - Company

32. Enter the details for **Other Incorporated Entity** section as per the example below.

Field	Example
Entity Number	001008834
Entity Name	AITI
Address	Block B14 Simpang 32-5, Jalan Berakas
Postal Code	BB3713 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Berakas
Village	Kg Anggerek Desa
District	Brunei Muara
Country	Brunei Darussalam
Entity Type	Corporation
Number of Shrares	7000

33. Click on the  button.

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

Shareholders

Authorised Share Capital

Do you have extensive shareholding ?

Yes

No

If there is no extensive shareholding, please enter the major shareholders only and upload a document listing all shareholders

List of all Shareholders *

Choose Files

Please upload the upload list of all shareholders

Shareholder Type *

Individual

✓

Select from list of Directors

Add me as Shareholder

Identification Document *

Added Shareholders

1

Individual

Full Name

Identification Document Number

Date of Birth

Gender

Nationality

Address

Occupation

Telephone

Number of Shares

Muhammad Daniel

01-048180

30-Jul-1991

Male

Brunei Darussalam

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

Director

673 2382238

2500

Edit

Delete

2

Registered Company

Company Name

Company Number

Company Address

Number of Shares

Company 1 Bhd

RC00000007

54, SPG 64, Jalan Jaya Indera, Kampong Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam

10000

Edit

Delete

34. Repeat steps 22 – 26 to add the remaining shareholders.

User must upload the **Shareholder ID Evidence / Resolution**.

NOTE

Documents to be uploaded

Shareholder ID Evidence *

?

Choose Files

Resolution *

Choose Files

- Note:**
- **Shareholder ID Evidence** is compulsory for **Individual** shareholders.

Documents to be uploaded

Shareholder ID Evidence * ?

Choose Files

Resolution

Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of the intended shareholders.

Click on the ? icon for more information.

- **Resolution** is compulsory for **Registered Company / Other Entities** shareholders.

35. Repeat steps 18 – 19 to upload **Shareholder ID Evidence / Resolution**.

Once the directors are added and all required documents are uploaded, proceed to the next section.

Documents to be uploaded

Shareholder ID Evidence ?

Shareholder 1.png

Shareholder 3.png

Shareholder 4.jpg

Shareholder 5.jpg

Shareholder 6.png

Shareholder 7.jpg

Clear All

Choose Files

Resolution

Shareholder 2.png

Choose Files

36

Prev

Next

Save & Exit

Cancel

36. Click on the **Next** button.

The **Register of Controllers** section will appear.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Register of Controllers

37

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

☒

Yes

☐

No

38

Please select the type of company that you fall under:

☐ (a) A public company which shares are listed for quotation on a securities exchange in Brunei Darussalam.

☐ (b) A company that is Brunei Darussalam financial institution.

☒ (c) A company that is wholly owned by the Government of Brunei Darussalam.

☐ (d) A company that is wholly owned by a statutory body established by or under any written law for a public purpose.

☐ (e) A company that is wholly owned subsidiary of a company mentioned in (a), (b), (c) or (d) above.

☐ (f) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:
Regulatory disclosure requirements; and
Requirements relating to adequate transparency in respect of its beneficial owners,
Imposed through securities exchange rules, law or other enforceable means.

37. If the company is exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the ☒ **Yes** radio button.

38. Select the details per the example below.

Field	Example
Please select the type of company that you fall under:	A company that is wholly owned by the Government of Brunei Darussalam.

OCP - Company

39. If the company is not exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the ☒ No radio button.

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

39

☐ Yes

40

☒ No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Aliases (if any)

Nationality *

Brunei Darussalam

41

Add Controllers

Clear

40. Enter the details for **Register of Controllers** section as per the example below.

Field	Example
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Full Name	Muhammad Ashraf
	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

41. Click on the

Add Controllers

 button.

The added Register of Controller(s) will be displayed on the right side of the page.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

YesNo

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Aliases (if any)

Nationality *

Brunei Darussalam

Add Controllers

Clear

Identifier Type

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Full Name

Muhammad Ashraf

Aliases (if any)

Nationality

Brunei Darussalam

Edit

Remove

42

Prev

Next

Save & Exit

Cancel

<div>Edit</div>	To edit the added Register of Controller
<div>Remove</div>	To remove the added Register of Controller
<div>Prev</div>	To go back to the previous section.
<div>Save & Exit</div>	To save application as draft and exit the page.
<div>Cancel</div>	To cancel registration.

42. Click on the

Next

 button.

OCP - Company

The **Review** section will appear.

Incorporate a Public Company

Important Information General Details Addresses Directors Shareholders Register of Controllers **Review**

43

Review [Expand All](#)

General Details [Edit](#)

Address Details [Edit](#)

Directors [Edit](#)

Shareholders [Edit](#)

Register of Controllers [Edit](#)

Declaration

I, being an advocate, director, secretary of the company, hereby declare that all requirements of the Companies Act (Chapter 39) in respect of matters precedent to the incorporation of the said company incidental thereto have been complied with.

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

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

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

45

[Prev](#) [Save & Exit](#) [Cancel](#) [Submit](#)

43. 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.

44. Click on the ☒ * I hereby declare that the information provided to the Registrar of Companies is true and correct. checkbox after all the sections have been reviewed.

45. Click on the [Submit](#) button.

The **Payment** page will appear.

- For payment via credit card, refer to *User Guide – Payment*.
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

After payment has been made:

My Entities

Registration No

Name

User Role

Status

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

15-Sep-2020

CRS20091512

Tuition School

Register a Business Name

Pending Review

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Note:

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

After **payment** has been made, applicant will receive an email **Submitted - Incorporate a Public Company**



كـمـنـتـرـيـن كـوـاـنـ دـان اـيـكـونـومـي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **CRS20102491**

Sending Date: **27 Oct 2020**

Public Company

The shares Bhd.

Dear Sir/Madam,

I refer to your application dated **24 Oct 2020** on the above matter.

Please be informed that your application for **Incorporate a Public Company** for **The shares Bhd** has been received by the Registry of **Public Company** and will be duly reviewed.

The Registry of **Public Company** will inform you of the outcome of the review as soon as possible.

Yours faithfully,

FOR REGISTRAR OF PUBLIC COMPANY

Ministry of Finance and Economy,
Brunei Darussalam

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

After **approval** has been made:

My Entities

Registration No

Name

User Role

Status

P00000017

Tuition School

BusinessOwner

Registered

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

07-Oct-2020

CRS20100720

Tuition School

Register a Business Name

Approved

View All

Note:

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

After **approval** has been made, applicant will receive an email **Incorporation of a Public Company**.



گمترین کواغن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **RC00000043**

Sending Date: **27 Oct 2020**

Company Name

The shares Bhd

Dear Sir/Madam,

We refer to your application dated **24 Oct 2020**, together with enclosures, if any.

Please be informed that the company, **The shares Bhd**, is now registered under the **Companies Act** (Chapter 39) with the registration number **RC00000043**. Attached is the Certificate of Incorporation of a **Public Company Company** for your safekeeping.

Note: The AGM for **Company The shares Bhd (RC00000043)** needs to be held by **27 Apr 2022**. Please also note that the **2022** annual return is due to be filed within 28 days of the AGM.

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

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

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

Yours faithfully,

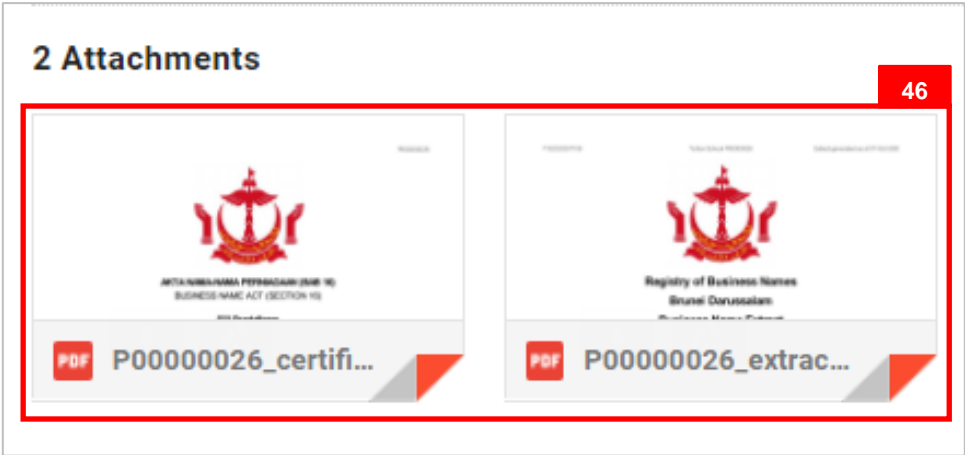
FOR REGISTRAR OF COMPANIES
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Company

Also attached in the email will be the **Certificate of Incorporation of Limited Company** and **Company Extract**.



46. Click on the attachments to view the documents.

The **Certificate of Incorporation of Limited Company** .

RC00000043



PERAKUAN PENUBUHAN SYARIKAT BERHAD
CCERTIFICATE OF INCORPORATION OF LIMITED COMPANY

Saya dengan ini memperakui bahawa
I hereby certify that

The shares Bhd

Adalah, pada 27 Haribulan October 2020 ditubuhkan
Is, on this 27 Day of October 2020 incorporated

Di bawah Akta Syarikat-Syarikat, Penggal 39, dan bahawa
Under the Companies Act, Chapter 39, and that

Syarikat ini adalah sebuah syarikat BERHAD menurut jaminan syer
The company is a company LIMITED by guarantee shares

Dan bahawa syarikat ini adalah syarikat berhad
And that the company is a limited company

brunei

Brunei
Pendaftar Syarikat-Syarikat
REGISTRAR OF COMPANIES
BRUNEI DARUSSALAM



The Company Extract.



Registry of Companies
Brunei Darussalam
Company Extract

General Details

Registration Number	RC00000043
Company Name	The shares Bhd
Company Type	Public Company
Entity Status	Registered
Incorporation Date	27-Oct-2020
Business Sector	Crop and animal production, hunting and related services activities
Authorised Share Capital	25000.00
AGM Due Date	27-Apr-2022
Latest Annual Returns Filed	

Addresses

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

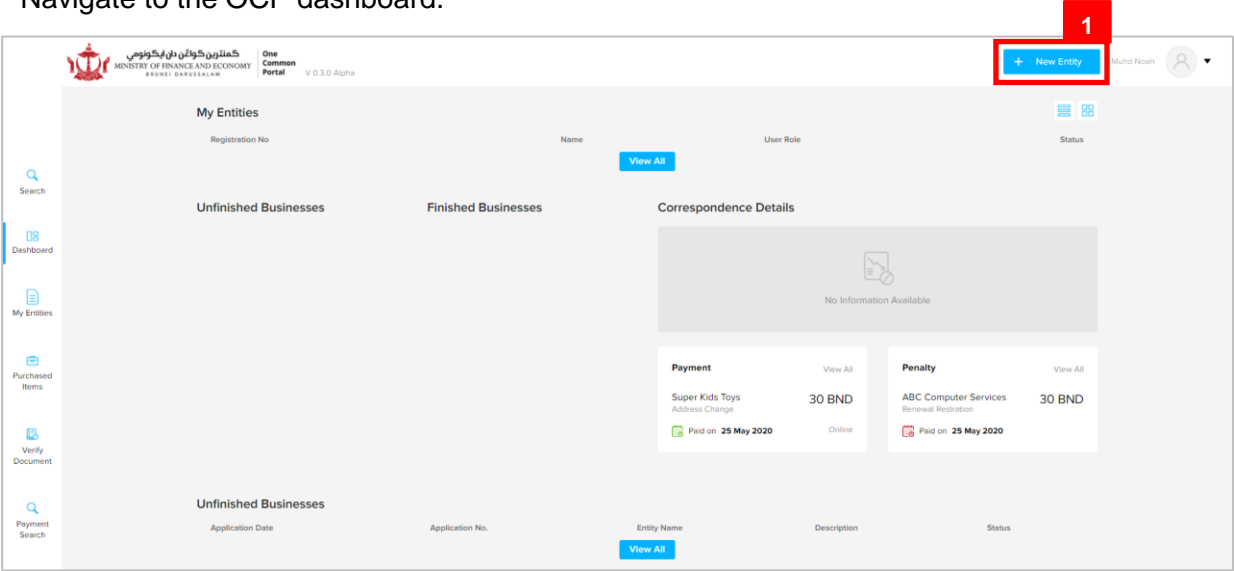
Directors

Full Name	Muhammad Ashraf
Nationality	Antarctica
Residential Address	34, SPG 23, Jalan Indera Jaya, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam, KA 1531
Appointment Date	27-Oct-2020

Full Name	Muhammad Daniel
Nationality	Brunei Darussalam
Residential Address	54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam, KA 1531
Appointment Date	27-Oct-2020

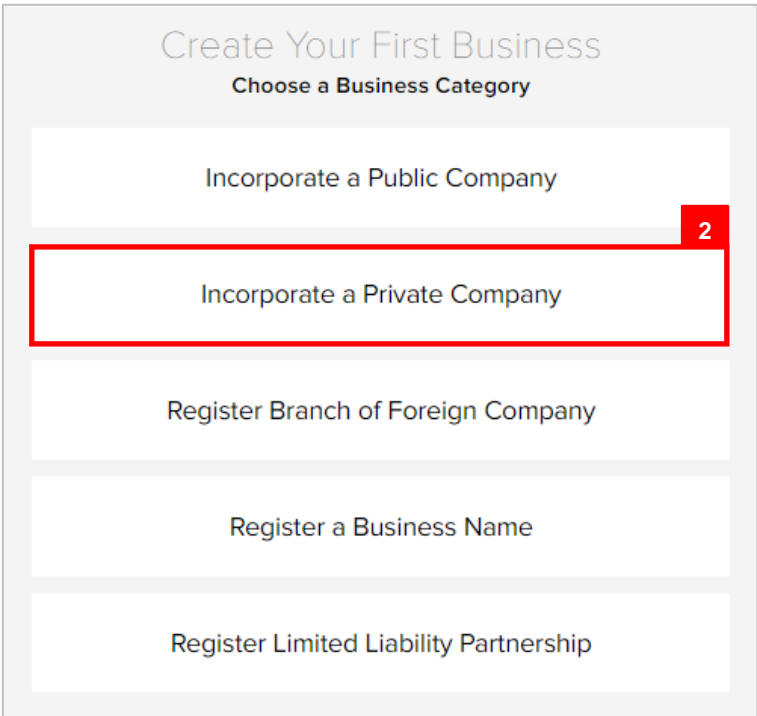
INCORPORATE A PRIVATE COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the [+ New Entity](#) button.

The **Choose a Business Category** page will appear.



2. Click on the [Incorporate a Private Company](#) button.

OCP - Company

The **Incorporate a Private Company** page will appear.

Incorporate a Private Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Important Information

Dear Sir / Madam,

You are about to incorporate a private limited company (sendirian berhad) under the Companies Act, Cap. 39, please take note of the following statutory obligations:

a) A private limited company is required to hold Annual General Meeting (AGM)

b) A private limited company is required to submit its Annual Returns to the Registrar of Companies after 28 days holding its Annual General Meeting (AGM)

c) A private limited company is required to file Income Tax Returns to the Collector of Income Tax

d) A private limited company is required to maintain beneficial ownership information in the form of an electronic register of registrable controllers.

e) All companies must maintain an electronic Register of Members, which is a listing of all shareholders

f) Update Register on any changes to any particulars within the stipulated timeframe.

3

☒

I / We have read the above notice and understood the statutory obligations of a private limited company to the Registrar of Companies.

4

Next

Save & Exit

Cancel

3. Read through the important information and click on the

☒

I / We have read the above notice and understood the statutory obligations of a private limited company to the Registrar of Companies.

checkbox.

4. Click on the

Next

 button.

40

OCP - Company

The **General Details** section will appear.

Incorporate a Private Company

Important Information

General Details

Addresses

Directors

Shareholders

Regi

5

General Details

Proposed Name of Company *

The Lots Sdn Bhd

The proposed name is available to register!

Business Sector * ?

56 - Food and beverage services activities

Authorized Share Capital *

25000

Memorandum and articles of association * ?

Choose Files

Supporting Documents

Choose Files

Validate

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

Field	Example
Proposed Name of Company	The Lots Sdn Bhd
Business Sector	56 – Food and beverage services activities
Authorized Share Capital	25000
Limited By	Shares

Note:

- For more information regarding the **Business** Sector, click on the ? icon and refer to the link provided.
- Companies are only allowed to have one Business Sector.
- Companies in Brunei Darussalam must have a minimum of 25000 Authorised Share Capital.

Business Sector * ?

Authorized Share C

Limited By *

For reference, please visit:
<http://www.deps.gov.bn/DEPD%20Documents%20Library/DOS/National%20Classifications/BDSIndustrialC%202011.pdf>

41

OCP - Company

- The system will auto-validate **Proposed Name of Company** and will display one of the following messages:

Message	Meaning
The proposed name is available to register!	The proposed name is available.
A Private company must include at the end of its name the word “SENDIRIAN BERHAD” (or its abbreviation “SDN BHD” or “Sdn Bhd.”)	<p>The proposed name does not indicate that it is a public company</p> <p>Add SENDIRIAN BERHAD / Sendirian Berhad / SDN BHD / Sdn Bhd at the end of the proposed Company Name.</p>
The proposed name you have entered contains restricted word. Your application may be rejected due to the use of this word.	<p>The proposed name user have entered contains restricted word.</p> <p>Advised to change proposed Company Name.</p>
The proposed name is similar or identical to an existing proposed / registered Company Name. Please note that the proposed name will be subject to Registrar review and may be subsequently rejected.	<p>The proposed name is similar or identical to an existing registered / proposed Company Name.</p> <p>Need to provide proof of consent for using proposed Company Name.</p>

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

Consent Required to use existing name ? *

☒ Yes

☐ No

Consent *

Choose Files

User is advised to upload a proof of consent from the owner of the registered company that the applicant has consent to use the proposed company name.

OCP - Company

It is compulsory to upload the **Memorandum and Articles of Association**.

Memorandum and articles of association *

Supporting Documents

Choose Files

Choose Files

6. Click on the **Choose Files** button and select the memorandum and articles of association document.

Memorandum and articles of association *

Supporting Documents

Doc 1.png
0.1 MB Ready to upload

Upload File

Choose Files

Choose Files

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

The file will be uploaded.

Memorandum and articles of association *

Supporting Documents

Doc 1.png

Choose Files

Choose Files

8. Repeat steps 6 – 7 to upload **Supporting Documents** (if any).

OCP - Company

Once all the required details are entered/uploaded, proceed to the next section.

Memorandum and articles of association *

?

Doc 1.png

×

Choose Files

Supporting Documents

Doc 2.png

×

Choose Files

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

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

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

9

Prev

Next



Save & Exit

Cancel

9. Click on the

Next

 button.

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

OCP - Company

The **Addresses** section will appear.

Addresses

Registered Office Address

10

Address *

54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code *

KA 1531

Country *

Brunei Darussalam

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

11

Save

Clear

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

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

11. Click on the

Save

 button.

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

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Addresses

Registered Office Address

Address *

Postal Code *

Country *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Brunei Darussalam

Added Addresses

1

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

Edit

Delete

Prev

Next

Save & Exit

Cancel

Note: Only one **Registered Office Address** can be saved at a time.

Once the address is saved, proceed to the next section.

12. Click on the

Next

 button.

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

The **Directors** section will appear.

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Directors

13

Add Me as Director

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Address *

34, SPG 23, Jalan Indera Jaya

Postal Code *

KA 1531

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

14

Business Occupation *

Business Director

Country *

Number *

+673

8601111

Add

Email *

nick

15

com

Add Director

clear

Note:

- At least 2 directors must be entered for a private company.
- There is no limit to the number of directors that can be specified.
- Directors must be individuals.
- If there are 2 directors in the company, then at least one must be a Brunei Ordinarily Resident.
- If there are more than 2 directors in the company, then at least 2 directors must be Brunei Ordinarily Resident.
- If there are 2 foreign directors without any Local director, then at least 1 Ordinarily Resident must be provided.
- If there are 3 or above foreign director without any Local director, then at least 2 Ordinarily Resident must be provided.
- If Director is not a Brunei national (Passport and IC-Green) then a non-Brunei address must be provided.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

13. Click on the [Add Me as Director](#) to add the user as a director.

Note: If the user has updated the user’s profile, clicking on the [Add Me as Director](#) link will enter the user’s details in all the fields except for the **Business Occupation** field.

14. Enter the details for **Business Occupation** section as per the example below.

Field	Example
Business Occupation	Business Director

15. Click on the [Add Director](#) button.

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

Directors

[Add Me as Director](#)

16

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Gender *

☒ Male

☐ Female

Address *

No. 48, Jalan 99

Postal Code *

BB1421

Mukim *

Gadong A

Village *

Kg Rimba

District *

Brunei Muara

Country *

Brunei Darussalam

Business Occupation *

Financer

Telephone *

Country *

673

Number *

8148187

Add

Email *

muhammad.daniel@gmail.com

17

Add Director

clear

Added Directors

1

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Nationality

Brunei Darussalam

Address

34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam

Business Occupation

Business Director

Telephone

+673 8601111

Email

muhd.ash92@gmail.com

Edit

Delete

48

OCP - Company

Add a second director for the company.

16. Enter the details for **Directors** section as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01048181
Date of Birth		30-Jul-1991
Full Name		Muhammad Daniel
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		No. 48, Jalan 99
Postal Code		BB 1421
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Gadong A
Village		Kg Rimba
District		Brunei Muara
Country		Brunei Darussalam
Business Occupation		<i>Financer</i>
Telephone	Country Code	+673
	Number	8148187
Email		muhd.daniel@gmail.com

17. Click on the

Add Director

 button.

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

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

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Directors

Add Me as Director

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Business Occupation *

Telephone *

Country *

Number *

Email *

Add Director

clear

Added Directors

1

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Business Occupation

Telephone

Email

Muhammad Ashraf

IC-Yellow

01-048181

14-Jun-1992

Brunei Darussalam

34, SPG 23, Jalan Indera Jaya, KA 1531, Kuala Belait, Kg Mumong A, Brunei Darussalam

Business Director

+673 8601111

muhd.ash92@gmail.com

Edit

Delete

2

Full Name

Identification Document

Identification Document Number

Date of Birth

Nationality

Address

Business Occupation

Telephone

Email

Muhammad Daniel

IC-Yellow

01-048180

30-Jul-1991

Brunei Darussalam

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

Financer

673 8148187

muhd.daniel@gmail.com

Edit

Delete

NOTE

Documents to be uploaded

List of Directors (Form X) *

Choose Files

Consent to Act as Director Form *

Choose Files

Director's ID Evidence *

Choose Files

Ordinarily Resident

Choose Files

Prev

Next

Save & Exit

Cancel

50

Note:

- Director must upload the **List of Directors (Form X)**.


Documents to be uploaded


List of Directors (Form X) *

Choose Files

?

Please upload List of Directors' Particulars form (Form X) to this tab. This form can be downloaded at:
[https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20\(Sendirian%20Berhad%20or%20Berhad\)/Form_X_2017.docx](https://www.mofe.gov.bn/Shared%20Documents/Registry%20of%20Companies%20and%20Business%20Names/Downloadable%20Forms/Forms%20of%20Companies%20(Sendirian%20Berhad%20or%20Berhad)/Form_X_2017.docx)

Click on the  icon and refer to the link provided.

- Director must provide **Consent to act as Director Form**. Form can be found under Downloadable Forms via OCP Main Menu > Companies..
- ID Evidence must be supplied. Click on the  icon for more information.

Director's ID Evidence *

Choose Files

?

Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of intended directors.

OCP - Company

Upload the required documents for the directors.

Documents to be uploaded

List of Directors (Form X) *

?

Consent to Act as Director Form *

?

Director's ID Evidence *

?

Ordinarily Resident

18

Choose Files

Choose Files

Choose Files

Choose Files

18. Click on the

Choose Files

 button and select the **Form X** document.

Documents to be uploaded

List of Directors (Form X) *

?

Doc 1.png
0.1 MB

19

to upload

Upload File

Choose Files

19. Click on the

Upload File

 button to upload the file.

The file will be uploaded.

Documents to be uploaded

List of Directors (Form X) *

?

Doc 1.png

Choose Files

20

Consent to Act as Director Form *

?

Director's ID Evidence *

?

Ordinarily Resident



Choose Files

Choose Files

Choose Files

20. Repeat steps 18 – 19 to upload **Consent to Act as Director Form**, **Director's ID Evidence** and **Ordinarily Resident** (if director has green IC).

52

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

Documents to be uploaded

List of Directors (Form X) * ?

Doc 1.png

Choose Files

Consent to Act as Director Form *

Doc 1.png

Choose Files

Director's ID Evidence * ?

Doc 1.png

Choose Files

Ordinarily Resident

Choose Files

20

Prev

Next

Once the directors are added and all required documents are uploaded, proceed to the next section.

20. Click on the **Next** button.

The **Shareholders** section will appear.

Incorporate a Private Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

21

Shareholder Type *

Individual

22

23

☒ Select from list of Directors

Add me as Shareholder

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

☒ Male ☐ Female

Residential Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Occupation *

Telephone *

Country *

Number *


Note:

- At least 2 shareholders must be entered.
- A maximum of 50 shareholders applies.
- Include the option to select shareholders from the list of Directors
- Include the “Add Me as Shareholder” option
- Shareholder must not be a bankrupt.

OCP - Company

21. Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Individual

22. Click on the  [Select from list of Directors](#) checkbox to select the existing director(s) as a shareholder.
23. Similarly, user can click on the [Add me as Shareholder](#) to add the user as a director.

Note: Clicking on the [Add me as Shareholder](#) link or selecting an existing director as a shareholder will enter the user’s details in all the fields except for the **Number of Shares** field.

24

Number of Shares *

2500

25

Add Shareholder

Clear

24. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	2500

25. Click on the  button.

OCP - Company

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

26

Shareholder Type *

Registered Company

Search Company

Type to search

Company Number

Company Name

Company Address

Number of Shares *

Add Shareholder

Clear

Added Shareholders

1

Individual

Full Name

Muhammad Daniel

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

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

Occupation

Director

Telephone

673 2382238

Number of Shares

2500

Edit

Delete

26. Shareholder Types can be **Registered Company** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Registered Company

Shareholder Type *

Registered Company

Search Company

RC00000007 : Company 1 Bhd

Company Number

RC00000007

Company Name

Company 1 Bhd

Company Address

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Number of Shares *

10000

Add Shareholder

Clear

27. Enter the details for **Search Company** field as per the example below.

Field	Example
Search Company	RC0000000007

Note: Company must be registered in OCP before adding Company as a shareholder.

28. Enter the details for **Number of Shares** section as per the example below.

Field	Example
Number of Shares	10000

29. Click on the **Add Shareholder** button.

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

30

Shareholder Type *

Other Incorporated Entity

Entity Number

Entity Name *

Company Address

Address *

Postal Code *

Mukim *

Village *

District *

Added Shareholders

1

Individual

Full Name

Muhammad Daniel

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

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

Occupation

Director

Telephone

673 2382238

Number of Shares

2500

Edit

Delete

2

Registered Company

Company Name

Company 1 Bhd

Company Number

RC00000007

Company Address

54, SPG 64, Jalan Jaya Indera, Kampong Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam

Number of Shares

10000

Edit

Delete

30. Shareholder Types can be **Other Incorporated Entity / Other Incorporated Entity (Foreign)** as well.

Enter the details for **Shareholder Type** field as per the example below.

Field	Example
Shareholder Type	Other Incorporated Entity

Shareholder Type *

Other Incorporated Entity

31

Entity Number

001008834

Entity Name *

AITI

Company Address

Address *

Block B14 Simpang 32-5, Jalan Berakas

Postal Code *

BB3713

Mukim *

Berakas

Village *

Kg ANggerek Desa

District *

Brunei Muara

Country *

Brunei Darussalam

Entity Type *

Director

Number of Shares *

7000

32


Save

Clear

OCP - Company

31. Enter the details for **Other Incorporated Entity** section as per the example below.

Field	Example
Entity Number	001008834
Entity Name	AITI
Address	Block B14 Simpang 32-5, Jalan Berakas
Postal Code	BB3713 <i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim	Berakas
Village	Kg Anggerek Desa
District	Brunei Muara
Country	Brunei Darussalam
Entity Type	Corporation
Number of Shrares	7000

32. Click on the  button.

OCP - Company

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

Nationality *

Gender *

Male

Female

Residential Address

Address *

Postal Code *

2

Registered Company

Company Name

Company Number

Company Address

Number of Shares

Company 1 Bhd

RC00000007

54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Berakas 'A', Kampong Lambak Kiri 'A', BB1314, Brunei Muara, Brunei Darussalam

10000

Edit

Delete

3

Other Incorporated Entity

Entity Name

Entity Number

Address

Number of Shares

AITI

001008834

Block B14 Simpang 32-5, Jalan Berakas, BB3713, Berakas, Kg Anggerek Desa, Brunei Muara, Brunei Darussalam

7000

Edit

Delete

33. Repeat steps 22 – 32 to add the remaining shareholders.

User must upload the **Shareholder ID Evidence / Resolution**.

NOTE

Documents to be uploaded

Shareholder ID Evidence *

?

Choose Files

Resolution *


Choose Files

60

Note:

- **Shareholder ID Evidence** is compulsory for **Individual** shareholders.


Documents to be uploaded

Shareholder ID Evidence * 

Resolution

Choose Files

Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of the intended shareholders.


Click on the  icon for more information.

- **Resolution** is compulsory for **Registered Company / Other Entities** shareholders.

34. Repeat steps 18 – 19 to upload **Shareholder ID Evidence / Resolution**.

Once the directors are added and all required documents are uploaded, proceed to the next section.

Documents to be uploaded

Shareholder ID Evidence 

Resolution

Shareholder 1.png

Shareholder 3.png

Shareholder 4.jpg

Shareholder 5.jpg

Shareholder 6.png

Shareholder 7.jpg

Clear All

Choose Files

Shareholder 2.png

Choose Files

35

Prev

Next

Save & Exit

Cancel

35. Click on the  button.

The **Register of Controllers** section will appear.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Register of Controllers

36

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

Yes

No

37

Please select the type of company that you fall under:

(a) A public company which shares are listed for quotation on a securities exchange in Brunei Darussalam.

(b) A company that is Brunei Darussalam financial institution.

(c) A company that is wholly owned by the Government of Brunei Darussalam.

(d) A company that is wholly owned by a statutory body established by or under any written law for a public purpose.

(e) A company that is wholly owned subsidiary of a company mentioned in (a), (b), (c) or (d) above.

(f) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:
Regulatory disclosure requirements; and
Requirements relating to adequate transparency in respect of its beneficial owners,
Imposed through securities exchange rules, law or other enforceable means.

36. If the company is exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the

Yes

 radio button.

37. Select the details per the example below.

Field	Example
Please select the type of company that you fall under:	A company that is wholly owned by the Government of Brunei Darussalam.

62

OCP - Company

38. If the company is not exempted under the Fifteenth Schedule of the Companies Act, Cap 39, click on the ☒ No radio button.

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

38

☐ Yes

38

☒ No

39

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Aliases (if any)

Nationality *

Brunei Darussalam

40

Add Controllers

Clear

39. Enter the details for **Register of Controllers** section as per the example below.

Field	Example
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Full Name	Muhammad Ashraf
	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

40. Click on the

Add Controllers

 button.

The added Register of Controller(s) will be displayed on the right side of the page.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

Yes

No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Aliases (if any)

Nationality *

Brunei Darussalam

Add Controllers

Clear

Identifier Type

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Full Name

Muhammad Ashraf

Aliases (if any)

Nationality

Brunei Darussalam

Edit

Remove

41

Prev

Next

Save & Exit

Cancel

<div>Edit</div>	To edit the added Register of Controller
<div>Remove</div>	To remove the added Register of Controller
<div>Prev</div>	To go back to the previous section.
<div>Save & Exit</div>	To save application as draft and exit the page.
<div>Cancel</div>	To cancel registration.

41. Click on the

Next

 button.

OCP - Company

The **Review** section will appear.

Incorporate a Public Company

Important Information

General Details

Addresses

Directors

Shareholders

Register of Controllers

Review

42

Review

Expand All

General Details

Edit

Address Details

Edit

Directors

Edit

Shareholders

Edit

Register of Controllers

Edit

Declaration

I, being an advocate, director, secretary of the company, hereby declare that all requirements of the Companies Act (Chapter 39) in respect of matters precedent to the incorporation of the said company incidental thereto have been complied with.

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

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

43

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

44

Prev

Save & Exit

Cancel

Submit

42. 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.

43. Click on the ☒ * I hereby declare that the information provided to the Registrar of Companies is true and correct. checkbox after all the sections have been reviewed.

44. Click on the [Submit](#) button.

The **Payment** page will appear.

- For payment via credit card, for further guidance, please refer to Resources & Guides > Companies
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

After payment has been made:

My Entities

Registration No

Name

User Role

Status

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

15-Sep-2020

CRS20091512

Tuition School

Register a Business Name

Pending Review

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Note:

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

After payment has been made, applicant will receive an email **Submitted - Incorporate a Private Company**



كمتريڤن كواڠن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **OQCRS20110521**

Sending Date: **05 Nov 2020**

[Private Companies](#)

Company Name 40 Sdn Bhd.

Dear Sir/Madam,

Title: **Company Name 40 Sdn Bhd**

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

Please be informed that your application for **Incorporate a Private Company** for **Company Name 40 Sdn Bhd** has been received by the Registry of Private Companies and will be duly reviewed.

The Registry of Private Companies will inform you of the outcome of the review as soon as possible.

Yours faithfully,

FOR REGISTRAR OF PRIVATE COMPANY
Ministry of Finance and Economy,
Brunei Darussalam

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

After **approval** has been made:

My Entities

Registration No

Name

User Role

Status

P00000017

Tuition School

BusinessOwner

Registered

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

07-Oct-2020

CRS20100720

Tuition School

Register a Business Name

Approved

View All

NOTE

NOTE

Note:

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

After **approval** has been made, applicant will receive an email **Incorporation of a Private Company**.



گمترین کواغن دان ایکنومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **RC00000023**

Sending Date: **05 Nov 2020**

Company Name

Company Name 40 Sdn Bhd

Dear Sir/Madam,

Title: Company Name 40 Sdn Bhd

We refer to your application dated **05 Nov 2020**, together with enclosures, if any.

Please be informed that the company, **Company Name 40 Sdn Bhd**, is now registered under the Companies Act (Chapter 39) with the registration number **RC00000023**.

Attached is the Certificate of Incorporation of a **Private Company** Company for your safekeeping.

Note: The AGM for Company **Company Name 40 Sdn Bhd (RC00000023)** needs to be held by **05 May 2022**.

Please also note that the **2022** annual return is due to be filed within 28 days of the AGM.

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

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

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

Yours faithfully,

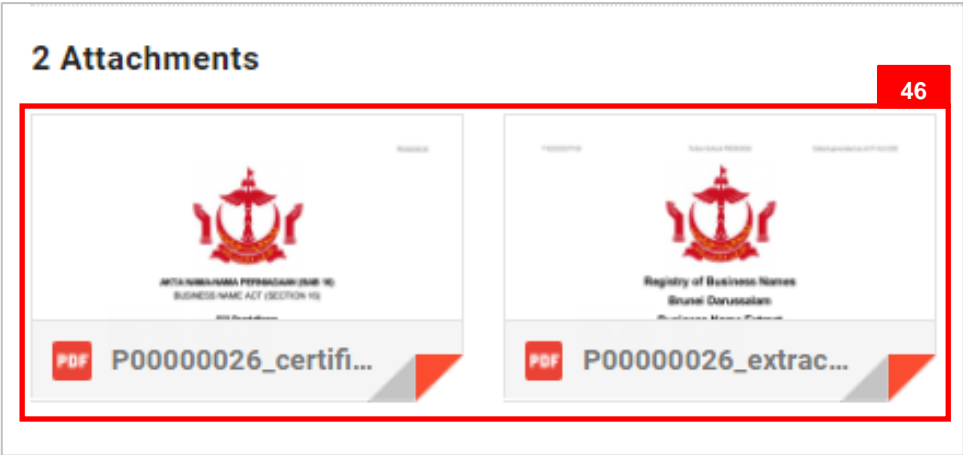
FOR REGISTRAR OF COMPANIES
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP - Company

Also attached in the email will be the **Certificate of Incorporation of a Private Company** and **Company Extract**.

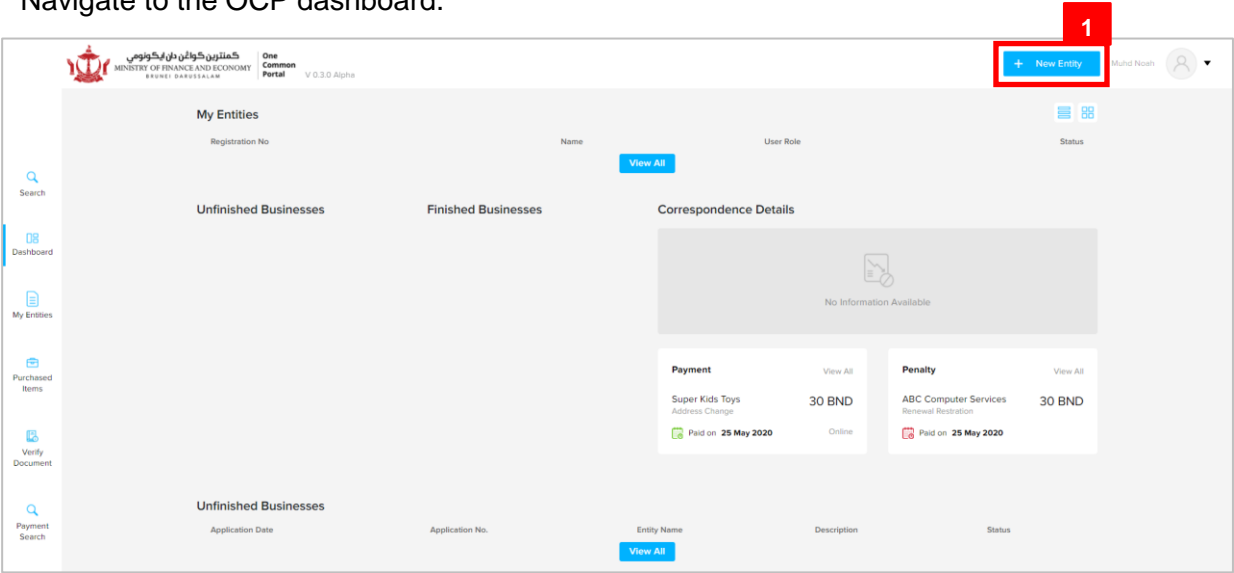


46. Click on the attachments to view the documents.

OCP - Company

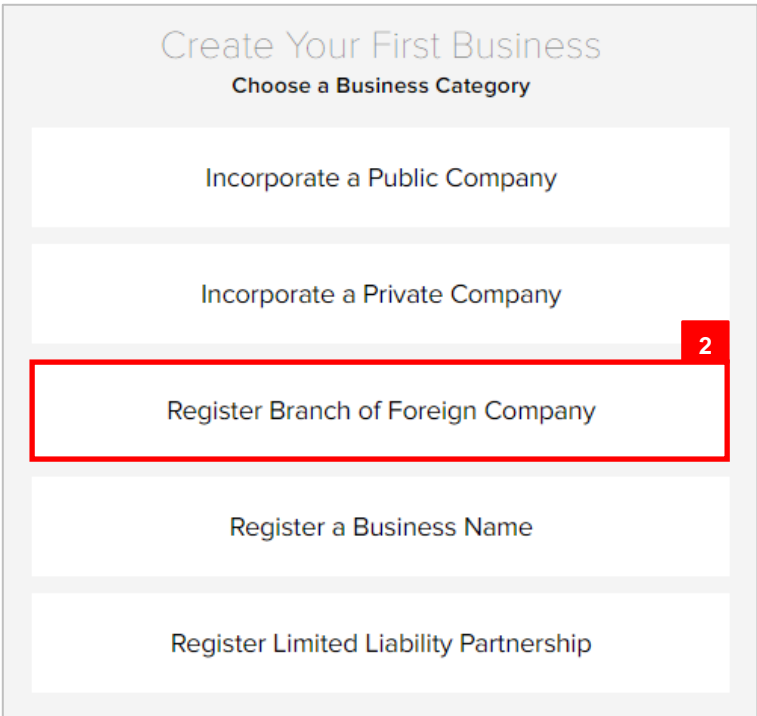
REGISTERING BRANCH OF FOREIGN COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.



1. Click on the  button.

The **Choose a Business Category** page will appear.



2. Click on the  button.

OCP - Company

The **Register Branch of Foreign Company** page will appear.

Register Branch of Foreign Company

Important Information

General Details

Addresses

Authorised Agents

Directors

Register of Controllers

Review

Important Information

Dear Sir / Madam,

You are about to register a foreign branch, the Registry would like to advise you to take note of the statutory requirements as stated in Part IX of the Companies Act, Cap. 39.

a) A foreign branch is required to hold Annual General Meeting (AGM)

b) A foreign company is required to submit its Annual Report to the Registrar of Companies after 28 days of holding it Annual General meeting (AGM)

c) A foreign company is required to file Income Tax Returns to the Collector of Income Tax

d) A foreign company is required to maintain beneficial ownership information in the form of an electronic register of registrable controllers.

e) All companies must maintain an electronic Register of Members, which is a listing of all shareholders

f) Update Register on any changes to any particulars within the stipulated timeframe.

I / We have read the above notice and understood the statutory obligations of a foreign branch company to the Registrar of Companies.

Next

Save & Exit

Cancel

3. Read through the important information and click on the

I / We have read the above notice and understood the statutory obligations of a foreign branch company to the Registrar of Companies.

checkbox.

4. Click on the

Next

 button.

72

OCP - Company

The **General Details** section will appear.

Register Branch of Foreign Company

Important Information

General Details

Addresses

Authorised Agents

Directors

Register

5

General Details

Proposed Name of Company *

The Lots

The proposed name is available to register!

Company Name in Original Jurisdiction *

The Lots & Co.

Company Number in Original Jurisdiction *

0010081802

Country of Incorporation *

Singapore

Commencement Date

06-Nov-2020

Business Sector * ?

26 - Manufacture of computers, electronic and optica

Authorized Share Capital *

25000

Validate

Documents to be Upload

Certificate of Incorporation * ?

Choose Files

Own memorandum and articles of association* ?

Choose Files

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

Field	Example
Proposed Name of Company	The Lots
Company Name Original Jurisdiction	The Lots & Co.
Company Number Original Jurisdiction	0010081802
Country of Incorporation	Singapore
Commencement Date	06-Nov-2020
Business Sector	26 – Manufacture of computers, electronic and optical products
Authorized Share Capital	25000

Note:

- For more information regarding the **Business** Sector, click on the  icon and refer to the link provided.

Business Sector *

Authorized Share C

Limited By *

For reference, please visit:
<http://www.deps.gov.bn/DEPD%20Documents%20Library/DOS/National%20Classifications/BDSIndustrialC%202011.pdf>

- Companies are only allowed to have one Business Sector.
- Companies in Brunei Darussalam must have a minimum of 25000 Authorized Share Capital.
- The system will auto-validate **Proposed Name of Company** 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 Company Name.
The proposed name is similar or identical to an existing proposed / registered Company 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 Company Name. Need to provide proof of consent for using proposed Company Name.

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

Consent Required to use existing name ? *

☒ Yes

☐ No

Consent *

Choose Files

User is advised to upload a proof of consent from the owner of the registered company that the applicant has consent to use the proposed company name.

OCP - Company

It is compulsory to upload the **Certificate of Incorporation** and **Own memorandum and articles of association**.

Documents to be Upload

Certificate of Incorporation * ?

Own memorandum and articles of association* ?

Choose Files

Choose Files

6. Click on the **Choose Files** button and select the **Certificate of Incorporation**.

Documents to be Upload

Certificate of Incorporation * ?

Own memorandum and articles of association* ?

156861c6c3bab56b1b894411f8b450e6.jpg
0.0 MB Ready to upload

Upload File

Choose Files

Choose Files

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

The file will be uploaded.

Documents to be Upload

Certificate of Incorporation * ?

Own memorandum and articles of association* ?

156861c6c3bab56b1b894411f8b450e6.jpg

Choose Files

Choose Files

8. Repeat steps 6 – 7 to upload the **Own memorandum and articles of association**.

OCP - Company

Once all the required details are entered/uploaded, proceed to the next section.

Documents to be Upload

Certificate of Incorporation * ?

156861c6c3bab56b1b89441f8b450e6.jpg

Choose Files

Own memorandum and articles of association* ?

156861c6c3bab56b1b89441f8b450e6.jpg

Choose Files

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

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

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



9

PrevNextSave & ExitCancel

9. Click on the

Next

 button.

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

OCP - Company

The **Addresses** section will appear.

Addresses

Registered Office Address

10

Address *

54, SPG 64, Jalan Jaya Indera, STKRJ

Postal Code *

KA 1531

Country *

Brunei Darussalam

Mukim *

Kuala Belait

Village *

Kg Mumong A

District *

Belait

Country *

Brunei Darussalam

11

Save

Clear

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

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

11. Click on the

Save

 button.

The saved **Address** will be displayed on the right side of the page.

Addresses

Registered Office Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Added Addresses

1

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

Edit

Delete

Documents to be uploaded

Notice of Situation ?

Choose Files

12. Click on the **Choose Files** button and select the **Notice of Situation**.

Note: For more information regarding the **Notice of Situation**, click on the ? icon and refer to the link provided.

Documents to be uploaded

Notice of Situation ?

Choose Files

Please upload the Notice of Situated Registered Office in Brunei Darussalam. These forms can be downloaded at: <http://www.mof.gov.bn/divisions/downloadable-forms.aspx>

Documents to be uploaded

Notice of Situation ?

156861c6c3bab56b1b89441f8b450e6.jpg

0.0 MB

Ready to upload

Upload File

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

OCP - Company

Once the address is saved and all required documents are uploaded, proceed to the next section.

Addresses

Registered Office Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Brunei Darussalam

Added Addresses

1

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

EditDelete


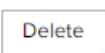



Documents to be uploaded

Notice of Situation ?

Doc 1.png

Choose Files

14. Click on the **Next** button.

	To edit the added address.
	To delete the added address.
	To go back to the previous section.
	To save application as draft and exit the page.
	To cancel registration.

The **Authorised Agents** section will appear.

Authorised Agents

15

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampong Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam

Position *

Local Agent

Country Represented *

Malaysia

Telephone *

Country *

673

Number *

8148180

Add

Email *

muhd.ashraf@g

16

Add Authorised Agents

Clear

Note:

- At least 2 person/agents must be entered.
- There is no limit to the number of persons / agents which can be specified.
- Must be an individual
- Address must be in Brunei.

15. Enter the details for **Authorised Agents** field as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01048181
Date of Birth		14-Jun-1992
Full Name		Muhammad Ashraf
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		Address 1
Postal Code		BB1314
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Berakas A
Village		Kg Lambak Kiri A
District		Brunei Muara
Country		Brunei Darussalam
Position		Local Agent
Country Represented		Malaysia
Telephone	Country Code	+673
	Number	8148187
Email		muhd.ashraf@gmail.com

16. Click on the **Add Authorised Agents** button.

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

Authorised Agents

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

Male

Female

Address *

Added Authorised Agents

1

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Gender

Male

Nationality

Brunei Darussalam

Nationality of Origin

Andorra

Address

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

Position

Local Agent

Telephone

673 8148180

Email

muhd.ashraf@gmail.com

Country Represented

Malaysia

Edit

Delete

17. Repeat steps 15 – 16 to add the second authorized agent with the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01048180
Date of Birth		30-Jul-1991
Full Name		Muhammad Daniel
		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		Address 1
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
Country		Brunei Darussalam
Position		Local Agent
Country Represented		Malaysia
Telephone	Country Code	+673
	Number	8600697
Email		muhd.daniel@gmail.com

82

User must upload the **Memorandum of Appointment or Power of Attorney** and **ID Evidence**.

NOTE

Documents to be uploaded

Memorandum of Appointment or Power of Attorney * ?

Choose Files

ID Evidence *

Choose Files

18. Repeat steps 12 – 13 to upload the required documents.

Documents to be uploaded

Memorandum of Appointment or Power of Attorney * ?

Doc 1.png

Choose Files

ID Evidence *

Doc 1.png

Doc 2.png

Clear All

Choose Files

Prev

Next

Save & Exit

Cancel

Once the authorized agents are saved and all required documents are uploaded, proceed to the next section.

19. Click on the

Next

 button.

The **Directors** section will appear.

Directors20

Add Me as Director

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Nationality of Origin *

Brunei Darussalam

Gender *

Male

Female

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampong Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam21

Business Occupation *

Business Director

Telephone *

Country *673

Number *2382238

Email *

nick:22

mail.com

Add

Add Director

Clear

Added Directors

Note:

- At least one director must be entered.
- There is no limit to the number of directors that can be specified.
- Directors must be individuals.
- Can be resident in any country.
- Director must provide Consent to act as Director form upload.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

20. Click on the [Add Me as Director](#) if you are one of the Director's of the company.

Note: If the user has updated the user's profile, clicking on the [Add Me as Director](#) link will enter the user's details in all the fields except for the **Nationality of Origin** and **Business Occupation** field.

21. Enter the details for **Nationality of Origin** and **Business Occupation** field as per the example below.

Field	Example
Nationality of Origin	Brunei Darussalam
Business Occupation	Business Director

22. Click on the [Add Director](#) button.

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

Directors

[Add Me as Director](#)

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Nationality of Origin *

Andorra

Added Directors

1

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Nationality of Origin

Brunei Darussalam

Address

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

Business Occupation

Business Director

Telephone

673 2382238

Email

nick.sipun+1111@gmail.com


Edit

Remove

Note:


- Director must upload the **List of Directors IV (Form F)**.

Documents to be uploaded


List of Directors (Form IV (F)) * 

Choose Files

Please upload the List of directors Particulars (Form IV(F))


Director's ID Evidence * 

Choose Files

Click on the  icon for more information.

- ID Evidence must be supplied. Click on the  icon for more information.

Director's ID Evidence *



Choose Files

Please upload signed copy of NRIC/Passport Copy with contact details (i.e valid phone number and email address) of intended directors.

18. Repeat steps 12 – 13 to upload the required documents.

OCP - Company

Once the directors are added and all required documents are uploaded, proceed to the next section.

Documents to be uploaded

List of Directors (Form IV (F)) * ?

Doc 1.png

Choose Files

Director's ID Evidence * ?

Doc 2.png

Choose Files

Prev

Next

19. Click on the

Next

 button.

The **Register of Controllers** section will appear.

Register Branch of Foreign Company

Important InformationGeneral DetailsAddressesAuthorised AgentsDirectorsRegister of ControllersReview

Register of Controllers20

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?☒ Yes☐ No

21

Please select the type of company that you fall under

☒ (a) A foreign company that is a Brunei Darussalam financial institution.
☐ (b) A foreign company that is a wholly owned subsidiary of a foreign company that is a Brunei Darussalam financial institution.
☐ (c) A foreign company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:
Regulatory disclosure requirements; and
Requirements relating to adequate transparency in respect of its beneficial owners,
Imposed through securities exchange rules, law or other enforceable means.

20. If the company is exempted under the Sixteenth Schedule of the Companies Act, Cap 39, click on the ☒ **Yes** radio button.

21. Select the details per the example below.

Field	Example
Please select the type of company that you fall under:	A foreign company that is a wholly owned subsidiary of a foreign company that is a Brunei Darussalam financial institution.

OCP - Company

22. If the company is not exempted under the Sixteenth Schedule of the Companies Act, Cap 39, click on the ☒ No radio button.

Register of Controllers

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?

☐ Yes

☒ No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Aliases (if any)

Nationality *

Brunei Darussalam

Add Controllers

Clear

23. Enter the details for **Register of Controllers** section as per the example below.

Field	Example
Identification Document	IC-Yellow
Identification Document Number	01-048181
Date of Birth	14-Jun-1992
Full Name	Muhammad Ashraf
	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

24. Click on the button.

The added Register of Controller(s) will be displayed on the right side of the page.

Register Branch of Foreign Company

Important Information

General Details

Addresses

Authorised Agents

Directors

Register of Controllers

Review

Register of Controllers

Are you a foreign company that is exempted under the Sixteenth Schedule of the Companies Act, Cap 39?

Yes

No

Please fill in the details of the company's beneficial owner/s below:

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Aliases (if any)

Nationality *

Add Controllers

Clear

Identifier Type

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Full Name

Muhammad Ashraf

Aliases (if any)

Nationality

Brunei Darussalam

Edit

Remove

Prev

25Next

Save & Exit

Cancel

<div>Edit</div>	To edit the added Register of Controller
<div>Remove</div>	To remove the added Register of Controller.
<div>Prev</div>	To go back to the previous section.
<div>Save & Exit</div>	To save application as draft and exit the page.
<div>Cancel</div>	To cancel registration.

25. Click on the

Next

 button.

OCP - Company

The **Review** section will appear.

Register Branch of Foreign Company

Important Information

General Details

Addresses

Authorised Agents

Directors

Register of Controllers

Review

26

Review

Expand All

General Details

Edit

Address Details

Edit

Authorised Agents

Edit

Directors

Edit

Register of Controllers

Edit

Declaration

I, being an advocate, director, secretary of the company, hereby declare that all requirements of the Companies Act (Chapter 39) in respect of matters precedent to the incorporation of the said company incidental thereto have been complied with.

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

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

27

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

28

Prev

Save & Exit

Cancel

Submit

26. 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.

27. Click on the ☒ * I hereby declare that the information provided to the Registrar of Companies is true and correct. checkbox after all the sections have been reviewed.

28. Click on the **Submit** button.

The **Payment** page will appear.

- For payment via credit card, refer to *User Guide – Payment*.
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

After payment has been made:

My Entities

Registration No

Name

User Role

Status

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restration

30 BND

Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

15-Sep-2020

CRS20091512

Tuition School

Register a Business Name

Pending Review

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Note:

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

After payment has been made, applicant will receive an email **Submitted - Register Branch of Foreign Company**.



گمترین گواڠن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **OQCRS20110716**

Sending Date: **07 Nov 2020**

[Foreign Branches](#)

The Lots

Dear Sir/Madam,

Title: **The Lots**

We refer to your application dated **07 Nov 2020** on the above matter.

Please be informed that your application for **Register Branch of Foreign Company** for **The Lots** has been received by the Registry of Foreign Branches and will be duly reviewed.

The Registry of Foreign Branches will inform you of the outcome of the review as soon as possible.

Yours faithfully,

FOR REGISTRAR OF FOREIGN BRANCH
Ministry of Finance and Economy,
Brunei Darussalam

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

After **approval** has been made:

My Entities

Registration No

Name

User Role

Status

P00000017

Tuition School

BusinessOwner

Registered

View All

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Restriction

30 BND

Paid on 25 May 2020

Unfinished Businesses

Application Date

Application No.

Entity Name

Description

Status

View All

Finished Businesses

Application Date

Application No.

Entity Name

Description

Status

07-Oct-2020

CRS20100720

Tuition School

Register a Business Name

Approved

View All

NOTE

NOTE

Note:

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

After **approval** has been made, applicant will receive an email **Register Branch of Foreign Company**



كمنتريين كواغن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Reference No: **RFC00000005**

Sending Date: **07 Nov 2020**

Dear Sir/Madam,

Please be informed that the submitted **Register Branch of Foreign Company** for **The Lots** has been reviewed and approved by Registry of Foreign Branches.

Yours faithfully,

FOR REGISTRAR OF FOREIGN BRANCH
Ministry of Finance and Economy,
Brunei Darussalam

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

VIEW COMPANY DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
MINISTERE DU FINANCE ET DE L'ECONOMIE
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change
Paid on 25 May 2020
Online
30 BND

Penalty

View All

ABC Computer Services
Renewal Registration
Paid on 25 May 2020
30 BND

Registered company will be displayed under the My Entities section.

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

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

General Details

2

Addresses

Directors

Shareholders

Register of Controllers

Other Information

Filings

General Details

Company Name 1 Sdn Bhd

RC00000011

Company StatusRegistered

Company TypePrivate Company

Incorporation Date04-Nov-2020

Business Sector01 Crop and animal production, hunting and related services activities

Latest Annual Returns FiledN/A

AGM Due Date04-May-2022

Authorised Share Capital25000

Memorandum and Articles of AssociationN/A

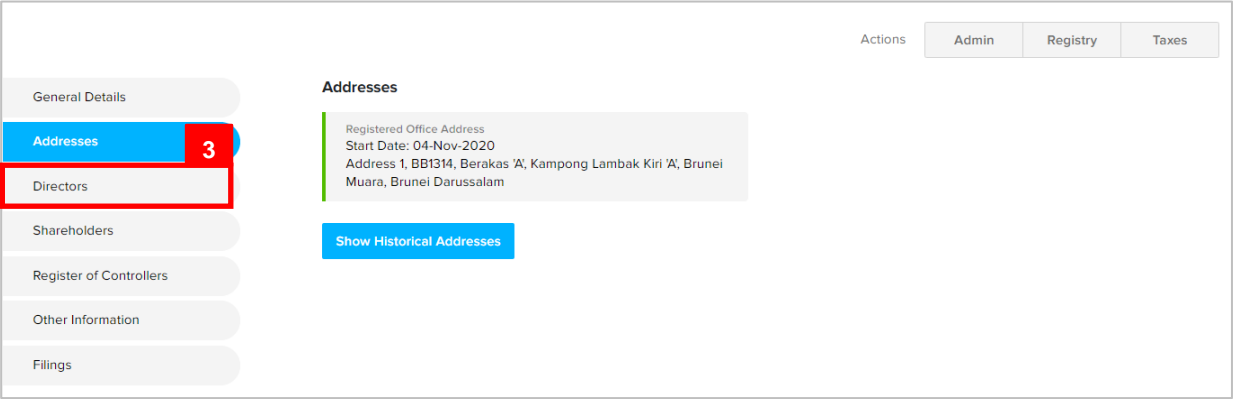
Note: The **General Details** page will display the following information –

- Company Number
- Company Name
- Company Type
- Incorporation Date
- Business Sector
- Latest Annual Returns Filed
- AGM Due Date
- Authorised Share Capital

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

97

The **Addresses** page will be displayed.



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

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

3. Click on the **Directors** section.

The **Directors** page will be displayed.

General Details

Addresses

Directors4

Shareholders

Register of Controllers

Other Information

Filings

ActionsAdminRegistryTaxes

Directors

Individual

Identification Document IC-Yellow

Identification Document Number 01-048180

Date Of Birth 30-Jul-1991

Full Name Muhammad Daniel

Nationality Afghanistan

Gender Male

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

Residential Address

Position Director

Telephone 673 2382238

Email nick.sipun+1111@gmail.com

Appointment Date 04-Nov-2020

Individual

Identification Document IC-Yellow

Identification Document Number 01-011011

Date Of Birth 01-Jan-1990

Full Name User 1

Nationality Brunei Darussalam

Gender Male

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

Residential Address

Position Director

Telephone 673 8766666

Email nick.sipun@gmail.com

Appointment Date 05-Nov-2020

Show Historical Directors

Note:

- The **Director** page will display the information of the current directors.
 - Click on the **Show Historical Directors** button to display historical directors (if available).
4. Click on the **Shareholders** section.

The **Shareholders** page will be displayed.

General Details

Addresses

Directors

Shareholders5

Register of Controllers

Other Information

Filings

ActionsAdminRegistryTaxes

Shareholders

Individual

Identification DocumentIC-Yellow

Identification Document Number01-048180

Date Of Birth30-Jul-1991

Full NameMuhammad Daniel

NationalityAfghanistan

GenderMale

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

Residential Address

PositionDirector

Telephone673 2382238

Emailnick.sipun+1111@gmail.com

Appointment Date04-Nov-2020

Individual

Identification DocumentIC-Yellow

Identification Document Number01-048181

Date Of Birth14-Jun-1992

Full NameMuhammad Ashraf

NationalityBrunei Darussalam

GenderMale

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

Residential Address

PositionFinance Director

Telephone673 8600697

Emailnick.sipun@gmail.com

Appointment Date04-Nov-2020

Show Historical Shareholders

Note:

- The **Shareholders** page will display the information of the current shareholders.
 - Click on the **Show Historical Shareholders** button to display historical shareholders (if available).
5. Click on the **Shareholders** section.

The **Register of Controllers** page will be displayed.

General Details

Addresses

Directors

Shareholders

Register of Controllers 6

Other Information

Filings

ActionsAdminRegistryTaxes

Register of Controllers

Company Name 1 Sdn BhdRC00000011

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?☒ Yes☐ No

Please select the type of company that you fall under:

☐ (a) A company that is Brunei Darussalam financial institution.

☒ (b) A company that is wholly owned by the Government of Brunei Darussalam.

☐ (c) A company that is wholly owned by a statutory body established by or under any written law for a public purpose.

☐ (d) A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above.

☐ (e) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:

Regulatory disclosure requirements; and

Requirements relating to adequate transparency in respect of its beneficial owners, imposed through securities exchange rules, law or other enforceable means.

Note:

- The **Register of Controllers** page will display the information of the current register of controller information.

6. Click on the **Other Information** section.

101

The **Other Information** page will be displayed.

General Details

Addresses

Directors

Shareholders

Register of Controllers

Other Information 7

Filings

ActionsAdminRegistryTaxes

Other Information

Company Name 1 Sdn Bhd RC00000011

Update Details

Business SectorCrop and animal production, hunting and related services activities

Business Sub SectorN/A

Business Sub Sector DetailsN/A

Complexity3

Suppression FlagNo

Company TelephoneN/A

Company Email AddressN/A

Base Period 31/12

DormantNo

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

- Business Sector
 - Business Sub-Sector
 - Business Sub-Sector Details
 - Basic Period
 - Company Telephone
 - Dormant
 - Complexity
 - Suppression Flag
- Click on the **Update Details** button to update the details.
 - Updates can be made without any fee and approval requirement from ROCBN team
7. Click on the **Filings** section.

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

General Details

Addresses

Directors

Shareholders

Register of Controllers





Other Information

Filings

Actions

AdminRegistryTaxes

Registry Filings

Filing Name	Submitted Date	Approved Date
Update Director	 05-Nov-2020	 05-Nov-2020
Incorporate a Private Company	 04-Nov-2020	 04-Nov-2020

Note:

- The **Registry Filings** page will display the list of applications that have been submitted and paid.
- Click on the individual application to view the filing details.

FILE ANNUAL RETURN	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

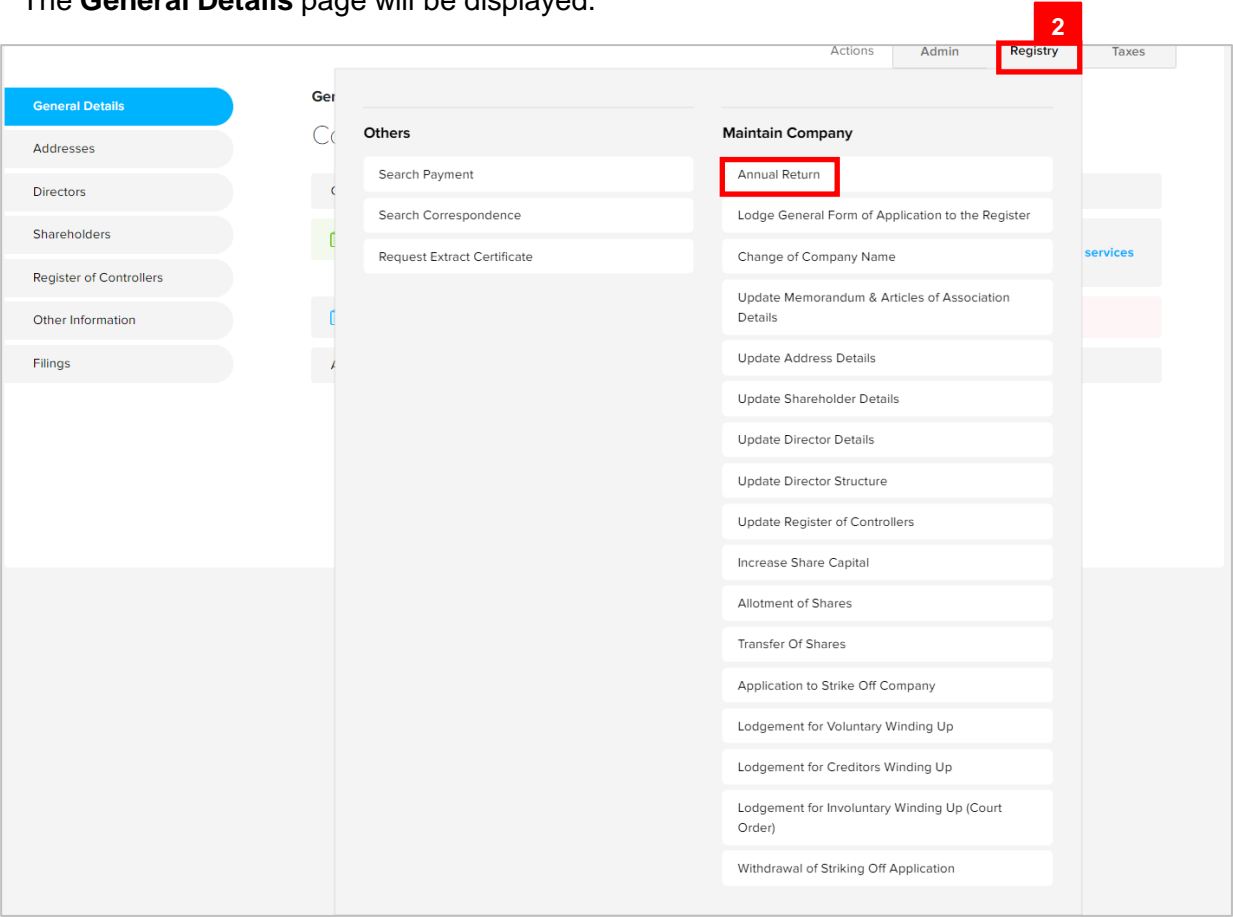
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



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

OCP - Company

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

Annual Return

< Back

Company Name 3 Sdn Bhd

RC00000008

3

File Annual Return

Request Extension of Time

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

Note:

Under Section 109 of the Companies Act, a company must file their Annual Returns within 28 days from their Annual General Meeting (AGM).

A company’s first AGM should be held within 18 months after incorporation. Subsequent AGM’s should be held once every calendar year and should not be more than 15 months apart.

The File Annual Return page will be displayed.

File Annual Return

Company Name 3 Sdn BhdRC00000008

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

General Details4

Company Name 3 Sdn Bhd

Limited ByShares

Authorized Share Capital25000

Business Sector01- Crop and animal production, hunting and related services activities

Consent Required to use existing nameNo

Confirm General Details as Correct

Address Details

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

Confirm Address Details as Correct

Directors

Individual

Full NameMuhammad Daniel

Identification Document Number01-048180

NationalityAfghanistan

GenderMale

Date of Birth30-Jul-1991

Business OccupationDirector

Emailnick.sipun+1111@gmail.com

Telephones673-2382238

Individual

Full NameMuhammad Ashraf

Identification Document Number01-048181

NationalityBrunei Darussalam

GenderMale

Date of Birth14-Jun-1992

Business OccupationFinance Director

Emailnick.sipun@gmail.com

Telephones673-8600697

Show Historical Directors

Confirm Director Details as Correct

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

Confirm General Details as Correct

Confirm Address Details as Correct

Confirm Director Details as Correct

Confirm Shareholder Details as Correct

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

Date of Annual Return06-Nov-2020

Annual Return MonthMay

AGM Date *06-Nov-2020

Documents to be uploaded

Annual Return *

Doc 1.png

Choose Files

Supporting Documents

Choose Files

Submit

Cancel

Field	Example
AGM Date	Today's date

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

Note: Documents to be uploaded:-

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

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

AGM Due Date will be updated.

(Next AGM Due Date = Previous AGM Due Date + 12 months)

REQUEST EXTENSION OF TIME FOR ANNUAL RETURNS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

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MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

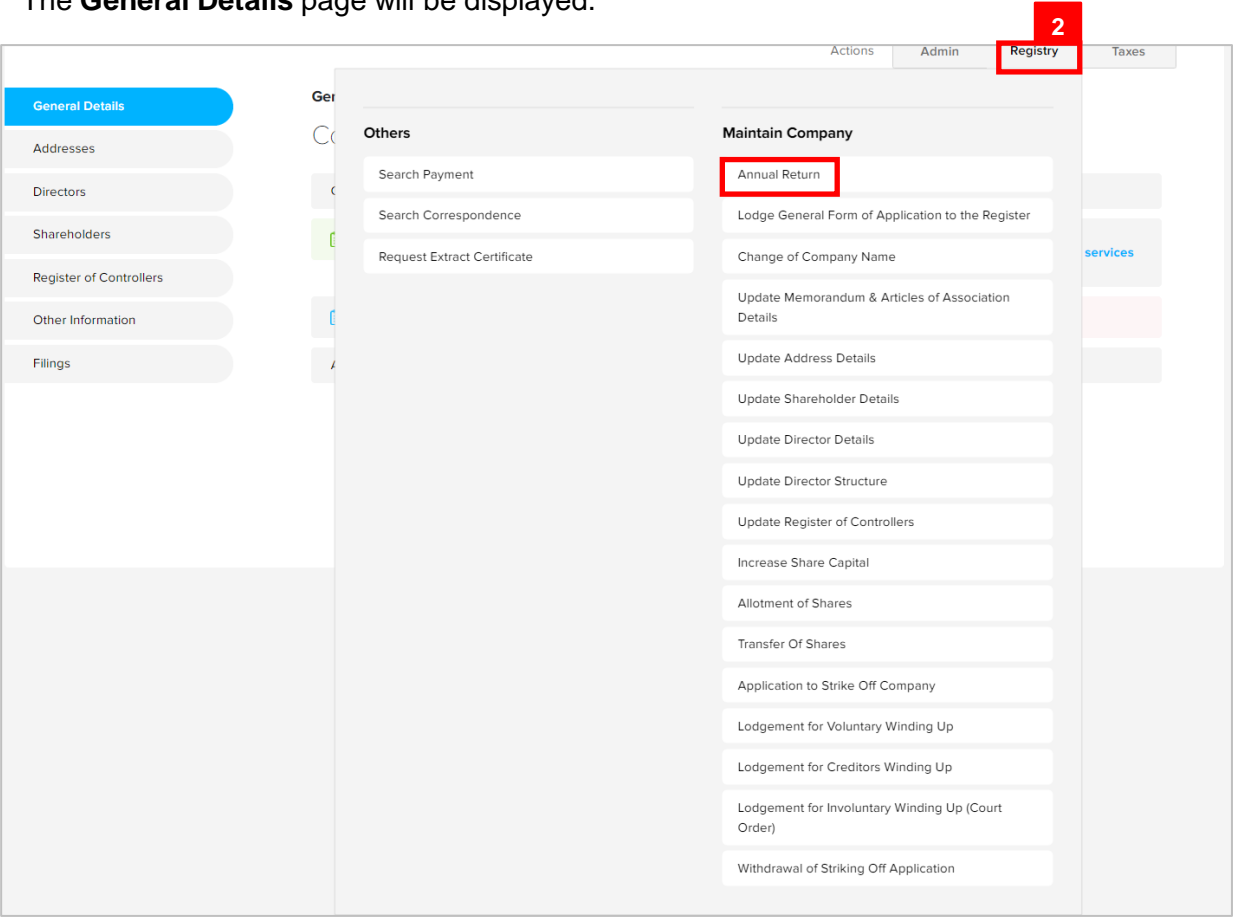
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



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

OCP - Company

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

Annual Return

< Back

Company Name 3 Sdn Bhd

RC00000008

File Annual Return

Request Extension of Time

3. Click on the **Request Extension of Time** button.

OCP - Company

The **Request Extension of Time** page will be displayed.

Request Extension of Time

4

Company Name 2 Sdn Bhd RC00000010

Request Extension of Time for2022

Original Due Date04 May 2022

Next Extension Due Date04 Aug 2022

Reason

Have not held AGM

5

Documents to be uploaded

Supporting Documents

Choose Files

6

Submit

Cancel

4. Enter the details for **Reason** field as per the example below.

Field	Example
Reason	Have not held AGM

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

Note: Documents to be uploaded:-

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

6. Click on the **Submit** button.

The **Payment** page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **AGM Due Date** and **AR Due Date** will be updated.

LODGE GENERAL FORM OF APPLICATION TO THE REGISTER	Applicant
	Online User

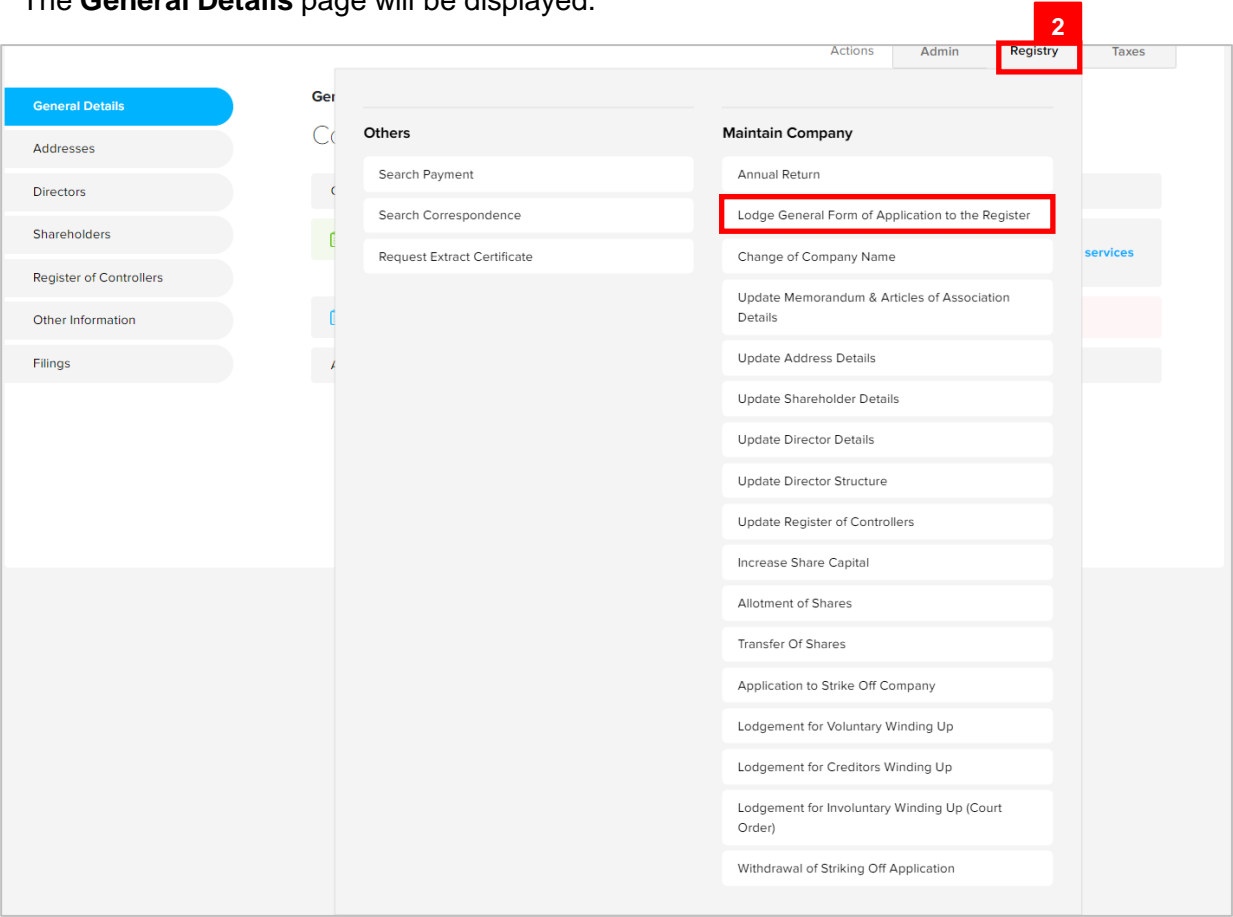
Navigate to the OCP dashboard.

[illegible]

Registered company will be displayed under the My Entities section.

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

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



2. Click on the **Registry** **Lodge General Form of Application to the Register** tab.

OCP - Company

The **Lodge General Form of Application to the Register** page will be displayed.

Lodge General Form of Application to the Register

Company Name 3 Sdn Bhd RC00000008

Document Name *

Company Application History

Effective Date *

06-Nov-2020

Documents to be uploaded

General Form of Application to the Register *

Doc 1.png

Choose Files

Supporting Documents

Choose Files

Submit

Cancel

3. Enter the details for **Lodge General Form of Application to the Register** page as per the example below.

Field	Example
Document Name	Company Application History
Effective Date	Today's date

Note: The documents that can be lodged include, but not limited to, the following:

- Particulars of a Contract in Relation to Shares
- Notice of Receivers and Managers
- Appointment of Receivers and Managers
- Abstract of Receipts and Payments
- Declaration of Compliance
- Notice to Dissenting Shareholders
- Resolution
- Reduce Share Capital Document


4. Click on the **Choose Files** button to upload the **General Form of Application to the Register**.
5. Click on the **Submit** button.

The **Payment** page will appear.

- For payment via credit card, refer to *User Guide – Payment*.
- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

CHANGE OF COMPANY NAME	Applicant
	Online User

Navigate to the OCP dashboard.




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[+ New Entity](#)
Muhammad Ashraf


1

My Entities

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

[View All](#)

Unfinished Businesses

Draft 12-Oct-2020

Application No **CRS2010121**

Station 103

05 Days Remaining 14 Days

Complete your business registration process before cancellation.

[View Details](#)

Finished Businesses

Approved 12-Oct-2020

Application No **CRS2010123**

Abd Events

Rejected 12-Oct-2020

Application No **CRS2010122**

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

Super Kids Toys Address Change **30 BND**

Paid on **25 May 2020** Online

Penalty

ABC Computer Services Renewal Restriction **30 BND**

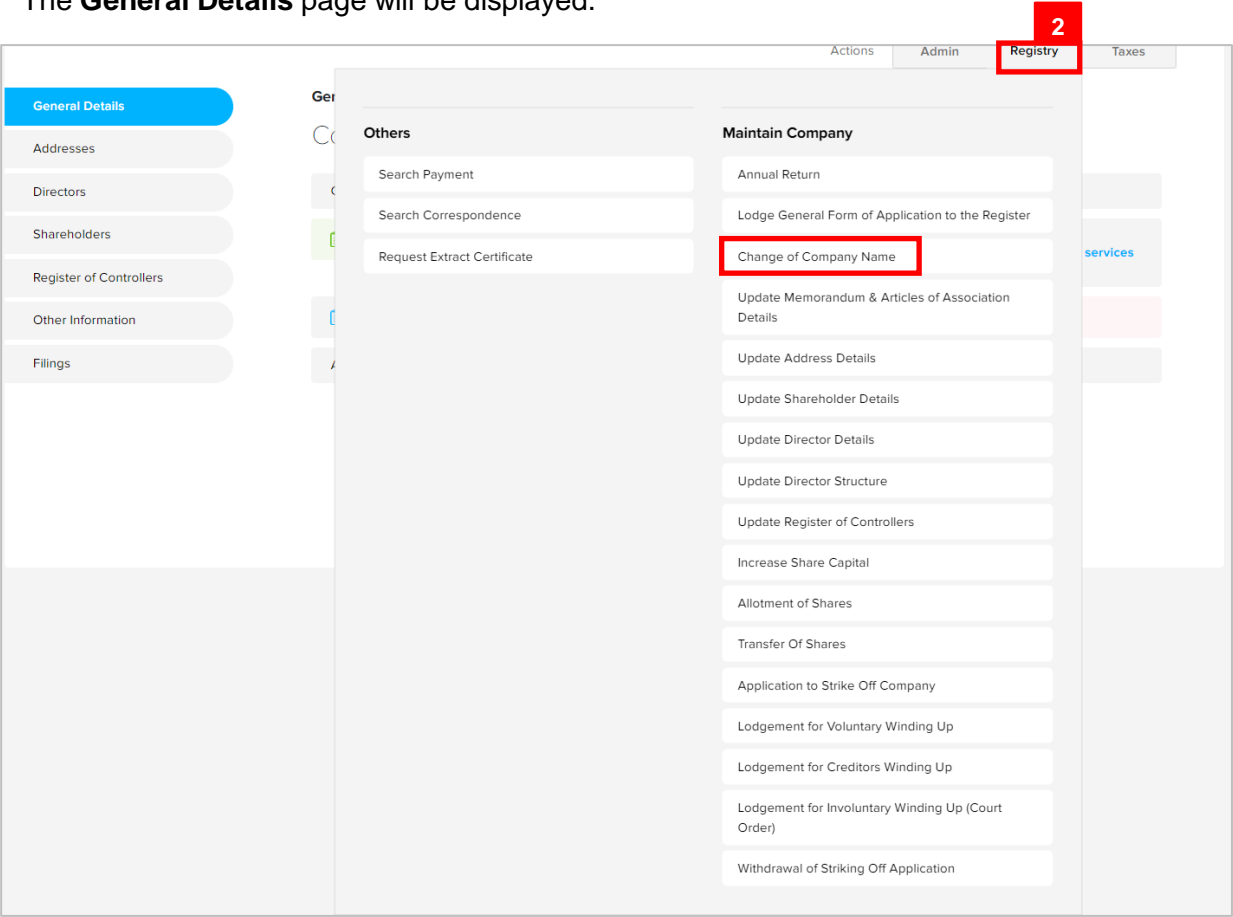
Paid on **25 May 2020**

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Change of Company Name** tab.

Note: The company must have a status of 'Registered' in order to change name.

The **Change Company Name of Private Company** page will be displayed.

Change Company Name of Private Company

Company Name 4 Sdn Bhd RC00000009

3

Proposed Name of Company *

New Company Name 4 Sdn Bhd

Validate

The proposed name is available to register!

Effective Date of Change *

07-Nov-2020

Resolution Date *

07-Nov-2020

4

Documents to be uploaded

Resolution *

Choose Files

Supporting Documents

Choose Files

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

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

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

5

Submit

Cancel

3. Enter the details for **Change Company Name of Private Company** page as per the example below.

Field	Example
Proposed Name of Company	New Company Name Sdn Bhd
Effective Date of Change	<i>Today's date</i>
Resolution Date	<i>Today's date</i>

4. Click on the Choose Files button to upload the **Resolution**.

5. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, company name will be updated.

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UPDATE MEMORANDUM & ARTICLES OF ASSOCIATION OF DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

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MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

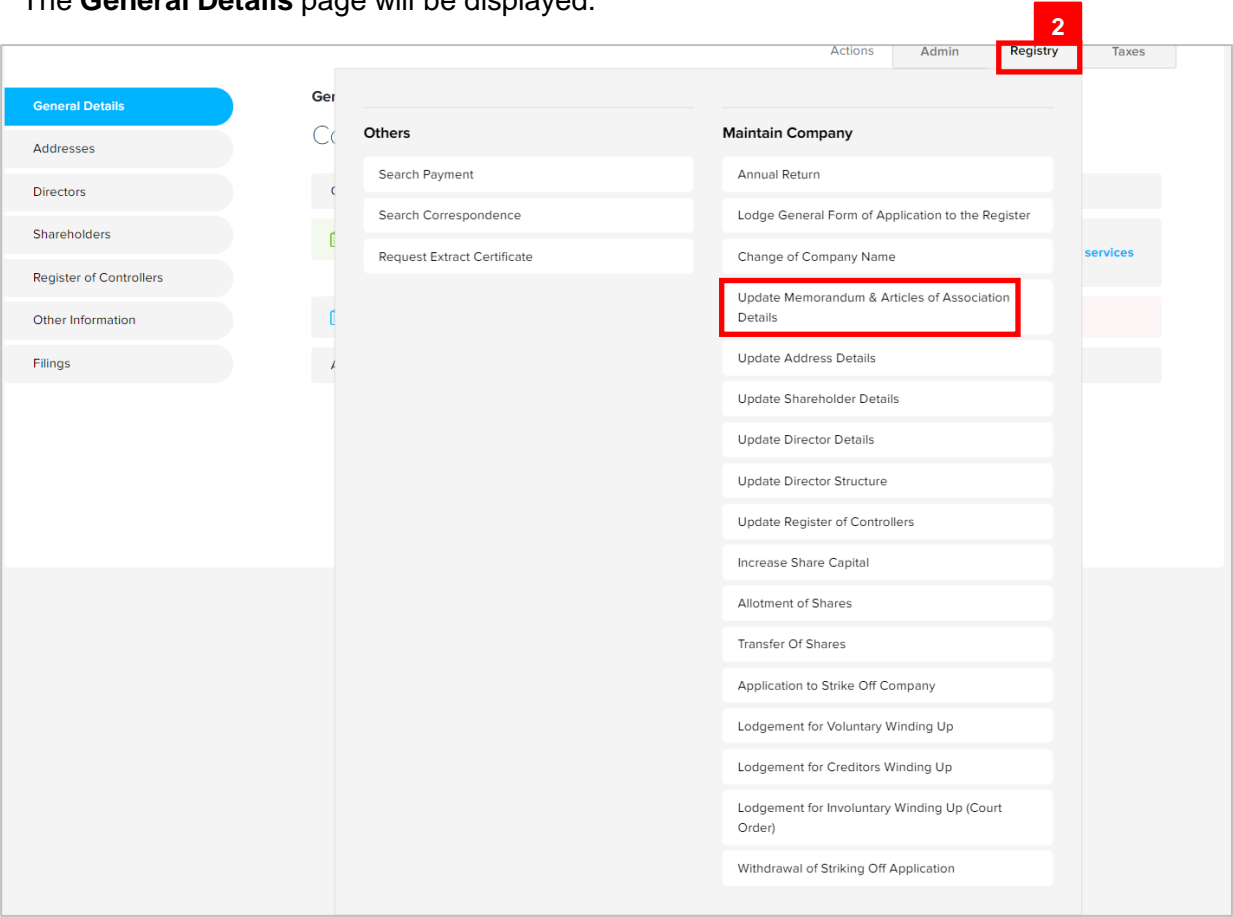
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



2. Click on the **Registry** **Update Memorandum & Articles of Association Details** tab.

Note: The company must have a status of 'Registered' to update the Memorandum and Articles of Association details.

The **Update Memorandum and Articles of Association Details** page will be displayed.

Update Memorandum and Articles of Association Details

New Company Name 4 Sdn Bhd

RC00000009

3

Constitution

Own Memorandum of Associations ?

☒ Yes

☐ No

Own Articles of Association ?

☒ Yes

☐ No

Court Order Date *

07-Nov-2020

Business Sector *

01 - Crop and animal production, hunting and related s

4

Documents to be uploaded

Revised Company Memorandum and Articles of Association *

Choose Files

Court Order *

Choose Files

Resolution *

Choose Files

5

Submit

Cancel

3. Enter the details for **Update Memorandum and Articles of Association Details** page as per the example below.

Field	Example
Own Memorandum of Associations	Yes
Own Articles of Association	Yes
Court Date	<i>Today's date</i>
Business Sector	01 – Crop and animal production, hunting and related services activities

4. Click on the **Choose Files** button to upload the **Resolution**.
5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Memorandum and Articles of Association Details** will be updated.

CHANGE BUSINESS SECTOR	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

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Help

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MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

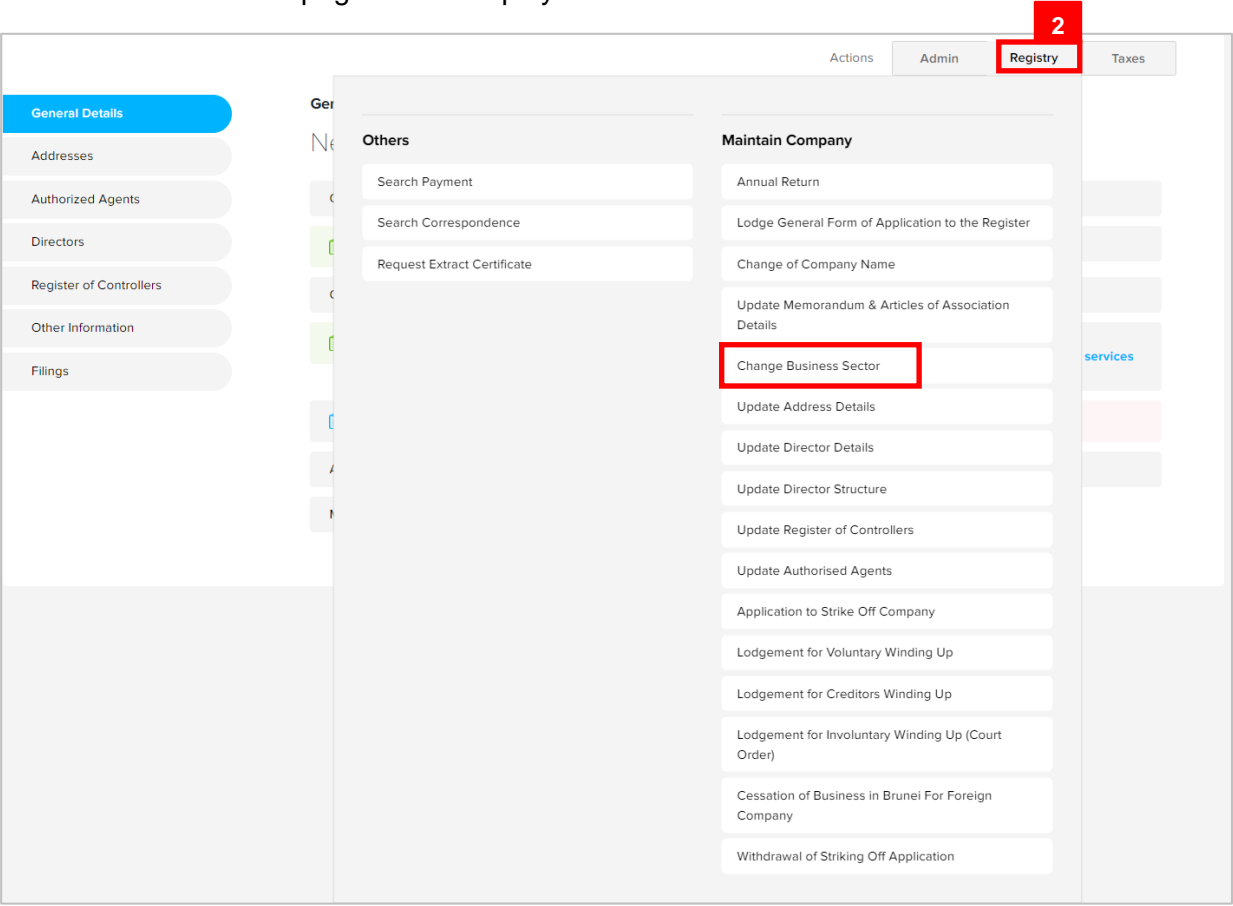
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Change Business Sector** tab.

Note:

- The company is a foreign company.
- The company has a status of 'Registered'.

The **Change Business Sector** page will be displayed.

Change Business Sector

Nick RFC00000005

3

Registered Address54, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

Business Sector *02 - Forestry and logging

Court Order Date07-Nov-2020

4

Documents to be uploaded

Submit Court Order Document *Choose Files

Resolution *Choose Files

Submission of New MemorandumChoose Files

Supporting DocumentsChoose Files

5

Submit

Cancel

3. Update the **Change Business Sector** page as per the example below.

Field	Example
Business Sector	02 – Forestry and logging.
Court Order Date	<i>Today's date</i>

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

5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Business Sector** details will be updated.

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UPDATE ADDRESS DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

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Help

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MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

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New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

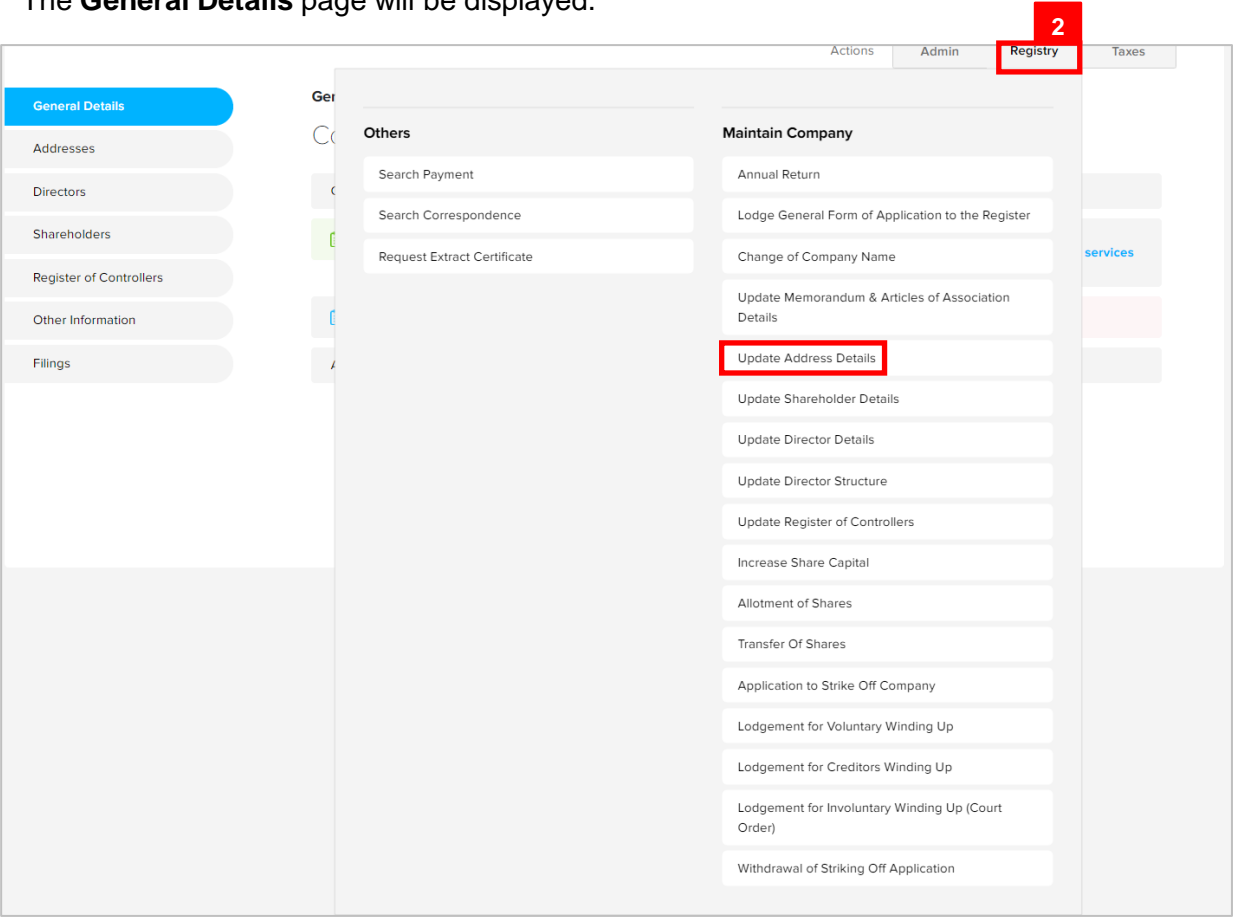
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



2. Click on the **Registry** **Update Address Details** tab.

Note:

- The company must have a status of 'Registered' to update the company address.
- Change in Registered Office address must be lodged within 28 calendar days of the resolution date.

The **Update Address Details** page will be displayed.

Update Address Details

4

New Company Name 4 Sdn Bhd

RC00000009

Effective Date

14-Nov-2020

Registered Office Address

Address *

Address 23

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampong Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam

5

Save

Clear

6

Resolution Date *

07-Nov-2020

3

1

Registered Office Address

Effective Date: 01-Jan-0001

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

Change

3. Click on the

Change

 button.
4. Update the details for **Update Address Details** page as per the example below.

Field	Example
Effective Date	<i>Future date</i>
Address	Address 23

5. Click on the

Save

 button.
6. Update the details for **Resolution Date** field as per the example below.

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

OCP - Company

The new, pending address will be displayed on the right side of the page.

New Company Name 4 Sdn BhdRC00000009

Effective DateDD-MMM-YYYY

Registered Office Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *Brunei Darussalam

Add AddressClear

1Registered Office AddressEffective Date: 01-Jan-0001Registered Office Address : Address 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei DarussalamChange

2Pending Registered Office AddressEffective Date: 07-Nov-2020Pending Registered Office Address : Address 23, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei DarussalamEditDelete

Resolution Date *07-Nov-2020

Documents to be uploaded

Notice of change of registered office *

Doc 1.pngChoose Files

Notice of Situation ?

Doc 1.pngChoose Files

Resolution *

Doc 1.pngChoose Files

Supporting Documents

Choose Files

7

8

SubmitCancel

7. Click on the Choose Files button to upload the required documents.

8. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Address Details** will be updated.

128

UPDATE SHAREHOLDER DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.

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MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

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+ New Entity

Muhammad Ashraf

Search

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My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

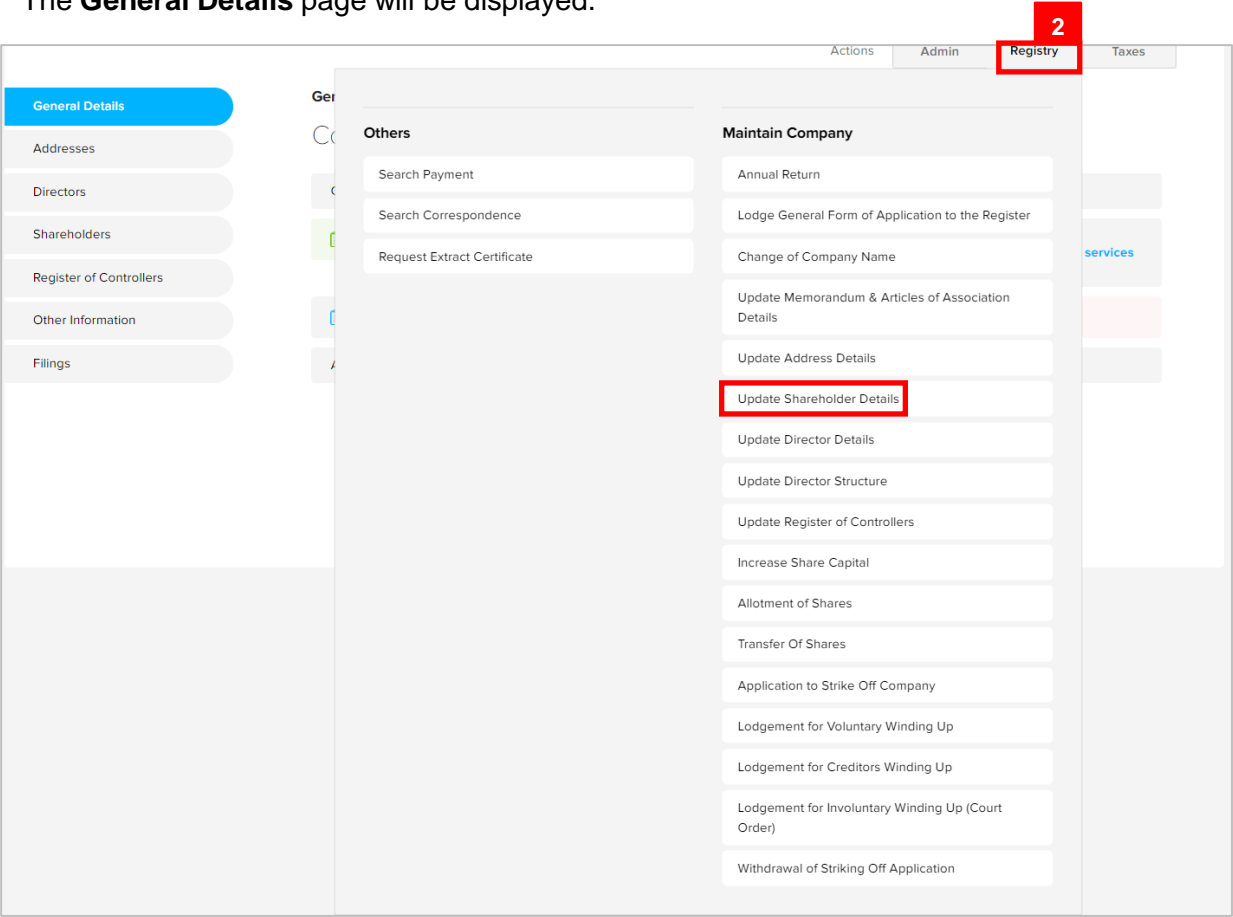
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



2. Click on the **Registry** **Update Shareholder Details** tab.

Note:

- The company must have a status of 'Registered' to update active shareholders' details (excluding Number of Shares).
- The company must be a local (Public or Private) company.
- Shareholder must not be bankrupt.

The **Update Shareholder Details** page will be displayed.

Update Shareholder Details

New Company Name 4 Sdn Bhd

RC00000009

Total Number of shares25000

Shareholder Type *

Individual

Add me as Shareholder

Identification Document Number *01-048180

Date of Birth *30-Jul-1991

Full Name *Muhammad Daniel

Nationality *Afghanistan

Gender *

Male

Female

Residential Address

Address *

Address 1

Postal Code *BB1314

Mukim *Berakas 'A'

Village *Kampong Lambak Kiri 'A'

District *Brunei Muara

Country *Brunei Darussalam

Occupation *Director

Telephone *

Country *673

Number *8148187

Add

Email *nick.sipun+1111@gmail.com

Number of Shares *6000

Appointment Date *04-Nov-

5

Save

Clear

Added Shareholders

1

Individual

Full NameMuhammad Daniel

Identification Document Number01-048180

Date of Birth30-Jul-1991

GenderMale

NationalityAfghanistan

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 2382238

Number of Shares6000

3

Change

2

Individual

Full NameDk Sarbanun

Identification Document Number01-011014

Date of Birth01-Jan-1990

GenderMale

NationalityAfghanistan

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 2382238

Number of Shares4000

Change

Submit

Cancel

131

OCP - Company

- 3. Click on the Change button.
- 4. Update the details for **Update Shareholder Details** page as per the example below.

Field	Example
Telephone Number	8148187

- 5. Click on the Save button.

The updated shareholders’ details will be displayed on the right side of the page.

Number of Shares *

0

Appointment Date *

DD-MMM-YYYY

6

Submit

Cancel


- 6. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Shareholder Details** will be updated.

UPDATE DIRECTOR DETAILS	Applicant
	Online User

Navigate to the OCP dashboard.




مكتبرين كوتان دان ايكونومي

MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

[+ New Entity](#)
Muhammad Ashraf


[Search](#)

[Dashboard](#)

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[Purchased Items](#)

[Verify Document](#)

[Payment Search](#)

[Help](#)

My Entities

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

[View All](#)

Unfinished Businesses

Draft

12-Oct-2020

Application No **CRS2010121**

Station 103

05 Days Remaining
14 Days

Complete your business registration process before cancellation.

[View Details](#)

Finished Businesses

Approved

12-Oct-2020

Application No **CRS2010123**

Abd Events


Rejected

12-Oct-2020

Application No **CRS2010122**

Steamboat Chronicles

Correspondence Details



No Information Available

Payment

Super Kids Toys
Address Change

30 BND

Paid on **25 May 2020**

Online

Penalty

ABC Computer Services
Renewal Restriction

30 BND

Paid on **25 May 2020**

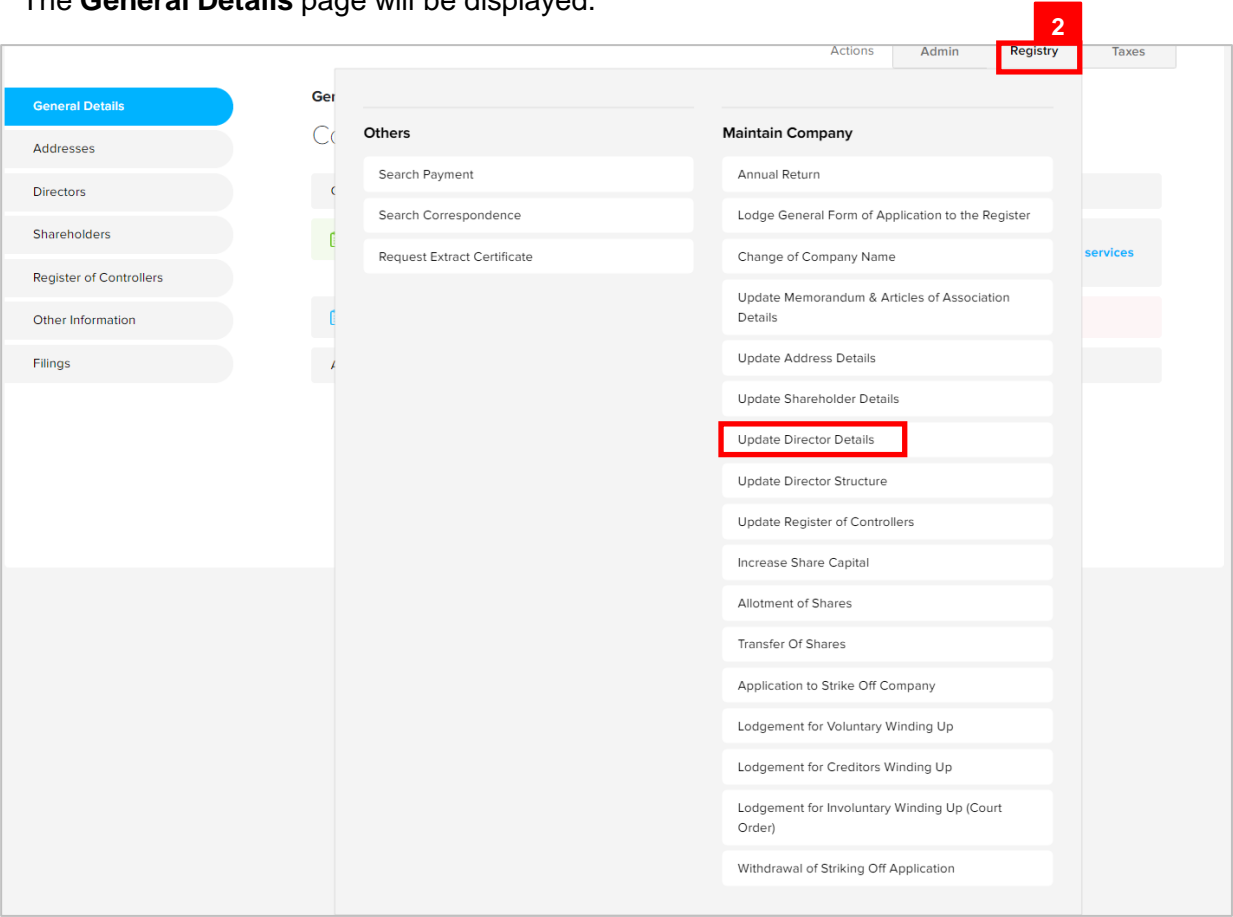
[View All](#)

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Update Director Details** tab.

Note:

- The company must have a status of 'Registered' to update directors' details.

The **Update Director Details** page will be displayed.

Update Director Details

New Company Name 4 Sdn Bhd RC00000009

Identification Document *
IC-Yellow

Identification Document Number *
01-048180

Date of Birth *
30-Jul-1991

Full Name *
Muhammad Daniel

Nationality *
Afghanistan

Gender *
☒ Male ☐ Female

Address *
Address 1

Postal Code *
BB1314

Mukim *
Berakas 'A'

Village *
Kampong Lambak Kiri 'A'

District *
Brunei Muara

Country *
Brunei Darussalam

Business Occupation *
Director

Telephone *

Country *
673

Number *
8148187

Add

Email *
nick.sipun+1111@gmail.com

Appointment Date *
04-Nov-2024

Save

clear

Resolution Date *
DD-MMM-YYYY

Added Directors

1

Full Name
Muhammad Daniel

Identification Document
IC-Yellow

Identification Document Number
01-048180

Date of Birth
30-Jul-1991

Gender
Male

Nationality
Afghanistan

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

Business Occupation
Director

Telephone
673 2382238

Email
nick.sipun+1111@gmail.com

Edit

2

Full Name
Dk Sarbanun

Identification Document
IC-Yellow

Identification Document Number
01-011014

Date of Birth
01-Jan-1990

Gender
Male

Nationality
Afghanistan

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

Business Occupation
Director

Telephone
673 2382238

Email
nick.sipun+1111@gmail.com

Edit

Documents to be uploaded

List of Directors (Form X) *
Choose Files

List of Directors (Form IV (F)) *
Choose Files

Director ID Evidence *
Choose Files

Submit

Cancel

135

OCP - Company

- 3. Click on the Change button.
- 4. Update the details for **Update Director Details** page as per the example below.

Field	Example
Telephone Number	8148187

- 5. Click on the Save button.
- 6. Update the details for **Resolution Date** field as per the example below.

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

The updated directors' details will be displayed on the right side of the page.

Resolution Date *

07-Nov-2020

7

Documents to be uploaded

List of Directors (Form X) *

Choose Files

List of Directors (Form IV (F)) *

Choose Files

Director ID Evidence *

Choose Files

8

Submit

Cancel

- 7. Click on the Choose Files button to upload the required documents (Form X for Public/Private Company ; Form IV (F) for branch of foreign company).
- 8. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Directors' Details** will be updated.

UPDATE DIRECTOR STRUCTURE	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

گمترین کولن دان، یگنومی

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Registration

Paid on 25 May 2020

30 BND

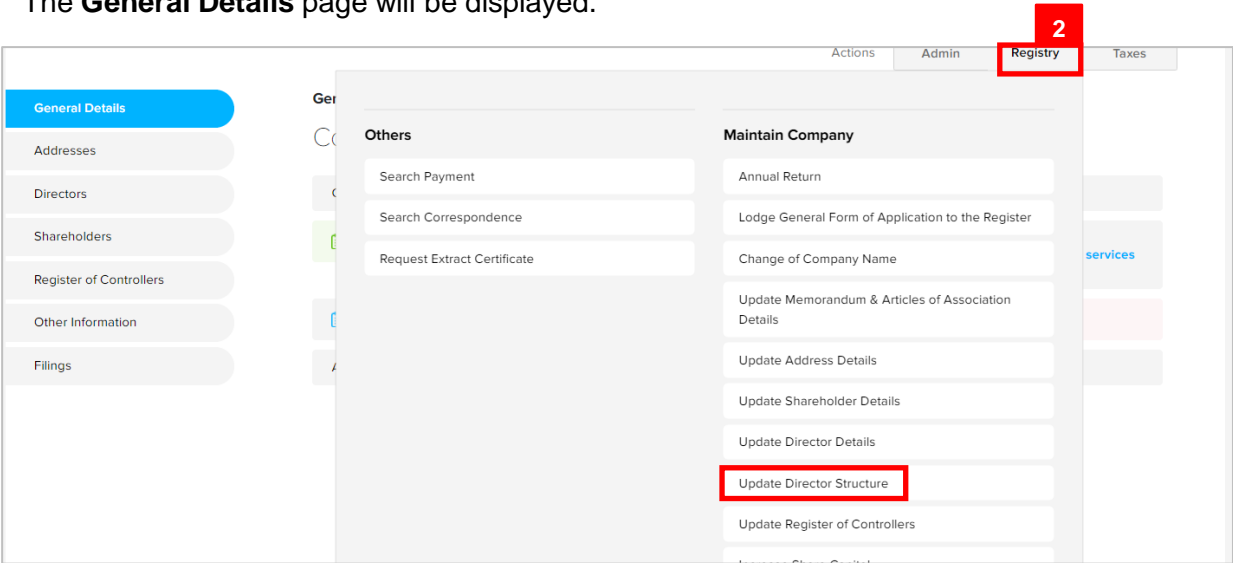
Registered company will be displayed under the My Entities section.

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

137

OCP - Company

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



2. Click on the **Registry** **Update Director Structure** tab.

Note:

The company must have a status of 'Registered' to appoint a new Director or cease a retired Director.

Applies to Public and Private company

- At least 2 directors must be entered for a Local company.
- If there are 2 directors in the company, then at least one must be a Brunei Ordinarily Resident.
- If there are more than 2 directors in the company, then at least 2 directors must be Brunei Ordinarily Resident.
- If there are 2 foreign directors without any Local director, then at least 1 Ordinarily Resident must be provided.
- If there are 3 or above foreign director without any Local director, then at least 2 Ordinarily Resident must be provided.

Applies to Foreign Company

- At least one director must be entered for a Foreign company.
- Can be resident in any country

Applies to Public, Private and Foreign Company

- The company has a status of 'Registered'
- There is no limit to the number of directors that can be specified.
- For Public and Private Company Director must provide Consent to act as Director form upload.
- Directors must be individuals.
- ID Evidence must be supplied.
- Directors must be 18 years of age or above.
- Director must not be bankrupt.

The **Update Director Structure** page will be displayed.

Update Director Structure Details

New Company Name 4 Sdn BhdRC000000123

Identification Document *

Passport

Identification Document Number *

BN8187

Date of Birth *

30-Jul-1991

Full Name *

Daniel Rahman

Nationality *

Malaysia

Gender *

Male

Female

Address *

Address 1

Postal Code

GD1346

Mukim *

Village *

District

Sarawak

Country *

Malaysia

Business Occupation *

Foreign Director

Telephone *

Country *

64

Number *

11223344

Add

Email *

muhd.daniel@gmail.com

Appointment Date *

12-Nov-20244

Add

clear

Added Directors

1

Full Name

Muhd Noah

Identification Document

IC-Yellow

Identification Document Number

01-048187

Date of Birth

24-Apr-1995

Gender

Male

Nationality

Afghanistan

Address

Address 1, BB1314, Mukim 4, Village 4, Brunei Muara, Brunei Darussalam

Business Occupation

Director

Telephone

673 8600697

Email

nick.sipun+8181@gmail.com

Cease

2

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Business Occupation

Director

Telephone

673 8600697

Email

nick.sipun@gmail.com

Cease

Documents to be uploaded

List of Directors (Form X) ?

Choose Files

Consent to Act as Director Form

Choose Files

Director's ID Evidence * ?

Choose Files

Ordinarily Resident

Choose Files

Resignation/Retirement Letter

Choose Files

Resolution

Choose Files

Submit

Cancel

139

OCP - Company

Add a third director for the company.

3. Enter the details for **Directors** section as per the example below.

Field		Example
Identification Document		Passport
Identification Document Number		BN8187
Date of Birth		30-Jul-1991
Full Name		Daniel Rahman
Nationality		Malaysia
Gender		Male
Address		Address 1
Postal Code		GD1346
District		Sarawak
Country		Malaysia
Business Occupation		Foreign Director
Telephone	Country Code	64
	Number	11223344
Email		muhd.daniel@gmail.com
Appointment's Date		<i>Today's date</i>

4. Click on the

Add Director

 button.

The newly appointed director will be displayed on the right side of the page.

Address *

Postal Code *

BB1314

Mukim *

Berakas A

Village *

Kampong Lambak A

District *

Brunei Muara

Country *

Brunei Darussalam

Business Occupation *

Director

Telephone *

Country *

673

Number *

8600697

Add

Email *

nick.sipun@gmail.com

Appointment Date *

12-Nov-2020

Retirement Date *

12-Nov-2020

Save

clear

2

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Business Occupation

Director

Telephone

673 8600697

Email

nick.sipun@gmail.com

Cease

3

Full Name

Daniel Rahman

Identification Document

Passport

Identification Document Number

BN8187

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Malaysia

Address

Address 1, GD1346, Sarawak, Malaysia

Business Occupation

Foreign Director

Telephone

64 11223344

Email

muhd.daniel@gmail.com

Edit

Delete

8

Documents to be uploaded

List of Directors (Form X) ?

Choose Files

Consent to Act as Director Form *

Choose Files

Director's ID Evidence * ?

Choose Files

Ordinarily Resident

Cease

Choose Files

Resignation/Retirement Letter

Choose Files

Resolution *

Choose Files

9

Submit

Cancel

141

OCP - Company

Cease an existing authorized agent.

- 5. Click on the Cease button.
- 6. Update the **Retirement Date** field as per the example below.

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

Note: Appointed Director can only be ceased if minimum active director number remains 2 after ceasing a director.


- 7. Click on the Save button.
- 8. Click on the Choose Files button to upload the required documents
- 9. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Director Structure** will be updated.


UPDATE AUTHORISED AGENTS	Applicant
	Online User

Navigate to the OCP dashboard.



كەنترېن كوتالڤ دان بېگوتومى
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One Common Portal
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[+ New Entity](#)
Muhammad Ashraf


[Search](#)

[Dashboard](#)

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My Entities

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

[View All](#)

Draft 12-Oct-2020

Application No **CRS2010121**

Station 103

05 Days Remaining 14 Days

Complete your business registration process before cancellation.

[View Details](#)

Approved 12-Oct-2020


Application No **CRS2010123**

Abd Events

No Information Available


Payment View All

Super Kids Toys Address Change **30 BND**

 Paid on **25 May 2020** Online

Penalty View All

ABC Computer Services Renewal Restriction **30 BND**

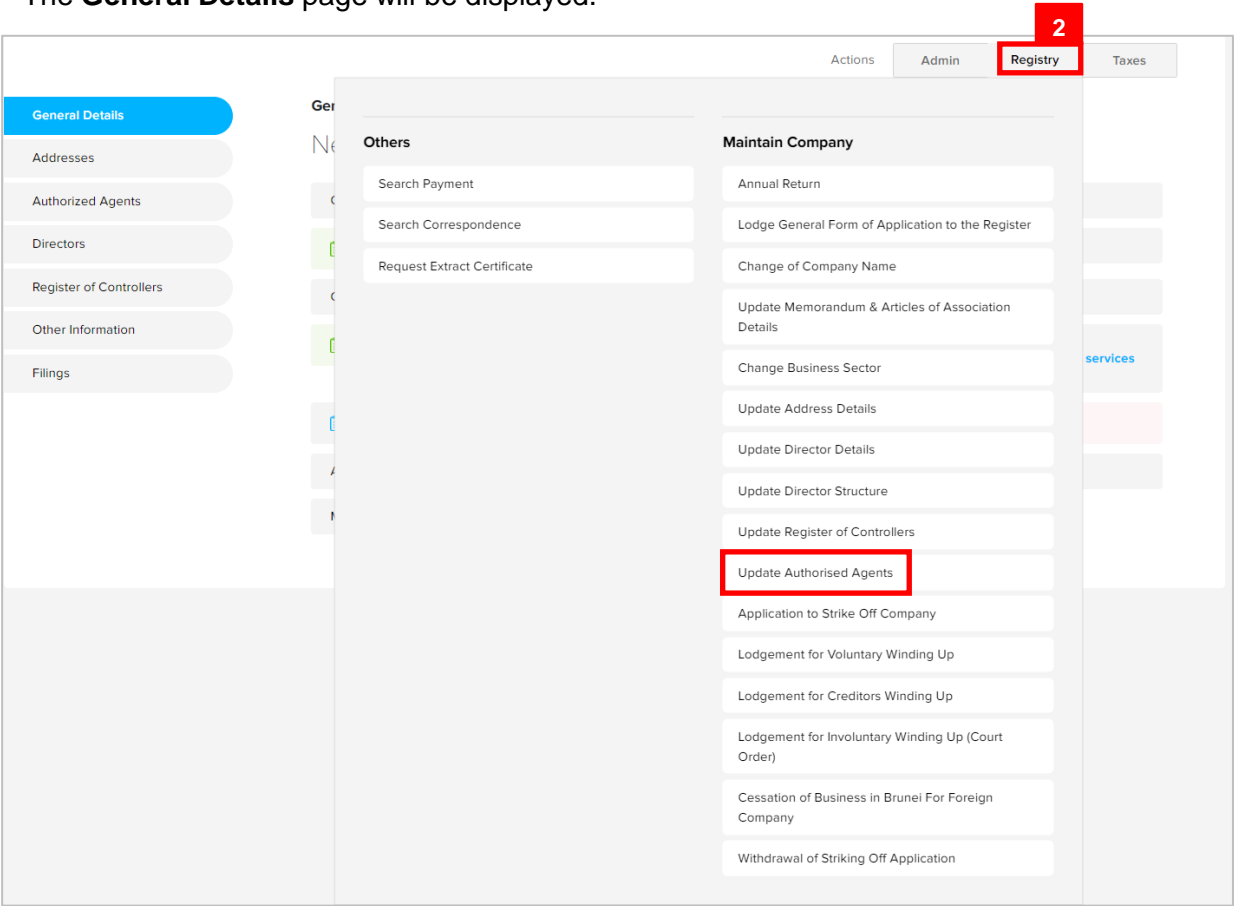
 Paid on **25 May 2020**

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Update Authorised Agents** tab.

Note:

- The company is a foreign company.
- The company has a status of 'Registered'.
- At least 2 person/agents must be maintained at all times.
- There is no limit to the number of persons /agents which can be added.
- Must be an individual.
- Address must be in Brunei.

The **Update Authorised Agents for Foreign Company** page will be displayed.

Update Authorised Agents for Foreign Company

Foreign Company 01

RFC00000004

3

Authorised Agents

Identification Document *

IC-Yellow

Identification Document Number *

01-048187

Date of Birth *

24-Apr-1995

Full Name *

Muhammad Noah

Nationality *

Brunei Darussalam

Gender *

Male

Female

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas A

Village *

Kampong Lambak A

District *

Brunei Muara

Country *

Brunei Darussalam

Position *

Local Agent

Country Represented *

Malaysia

Telephone *

Country *673

Number *8122344

Email *

muhd.noah@gmail.com

Appointment Date *

12-Nov-2020

Add

Add Authorised Agents

Clear

Added Authorised Agents

1

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Position

Local Agent

Telephone

673 8600697

Email

nick.sipun@gmail.com

Country Represented

Malaysia

Edit

Cease

2

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Position

Local Agent

Telephone

673 8122222

Email

nick.sipun@gmail.com

Country Represented

Malaysia

Edit

Cease

Date of Alteration *

DD-MMM-YYYY

Documents to be uploaded

Memorandum of Appointment or Power of Attorney *

Choose Files

Submit

Cancel

OCP - Company

Add a third authorized agent for the foreign company.

3. Enter the details for **Authorised Agents** field as per the example below.

Field		Example
Identification Document		IC Yellow
Identification Document Number		01-048187
Date of Birth		24-Apr-1995
Full Name		Muhammad Noah
		<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Gender		Male
Address		Address 1
Postal Code		BB1314
		<i>Filling in the postal code will auto populate the Mukim and Village field.</i>
Mukim		Berakas A
Village		Kg Lambak Kiri A
District		Brunei Muara
Country		Brunei Darussalam
Position		Local Agent
Country Represented		Malaysia
Telephone	Country Code	+673
	Number	8122344
Email		muhd.noah@gmail.com

4. Click on the **Add Authorised Agents** button.

OCP - Company

The newly appointed authorized agent will be displayed on the right side of the page.

Update Authorised Agents for Foreign Company

Foreign Company 01

RFC00000004

Authorised Agents

Identification Document *

IC-Yellow

Identification Document Number *

01-048181

Date of Birth *

14-Jun-1992

Full Name *

Muhammad Ashraf

Nationality *

Brunei Darussalam

Gender *

Male

Female

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas A

Village *

Kampong Lambak A

District *

Brunei Muara

Country *

Brunei Darussalam

Position *

Local Agent

Country Represented *

Malaysia

Telephone *

Country * Number *

673 8122222

Email *

nick.sipun@gmail.com

Appointment Date *

12-Nov-2020

Cease Date *

12-Nov-2020

Save

Clear

Added Authorised Agents

1

Full Name

Muhammad Daniel

Identification Document

IC-Yellow

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Position

Local Agent

Telephone

673 8600697

Email

nick.sipun@gmail.com

Country Represented

Malaysia

Edit

Cease

2

Full Name

Muhammad Ashraf

Identification Document

IC-Yellow

Identification Document Number

01-048181

Date of Birth

14-Jun-1992

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Position

Local Agent

Telephone

673 8122222

Email

nick.sipun@gmail.com

Country Represented

Malaysia

Edit

Cease

3

Full Name

Muhammad Noah

Identification Document

IC-Yellow

Identification Document Number

01-048187

Date of Birth

24-Apr-1995

Gender

Male

Nationality

Brunei Darussalam

Address

Address 1, BB1314, Berakas A, Kampong Lambak A, Brunei Muara, Brunei Darussalam

Position

Local Agent

Telephone

673 8122223

Email

nick.sipun@gmail.com

Country Represented

Malaysia

Edit

Delete

Date of Alteration *

12-Nov-2020

Documents to be uploaded

Memorandum of Appointment or Power of Attorney *

Choose Files

Submit

Cancel

147

OCP - Company

Cease an existing authorized agent.

- 5. Click on the Cease button.
- 6. Update the the **Cease Date** field as per the example below.

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

Note: Authorized agent can only be ceased if minimum active authorized agent number remains 2 after ceasing an agent.

- 7. Click on the Save button.
- 8. Enter the details for the **Date of Alteration** field as per the example below.

Field	Example
Date of Alteration	<i>Today's date</i>

- 9. Click on the Choose Files button to upload the required documents
- 10. Click on the Submit button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Authorised Agents** will be updated.

GRANT AUTHORITY TO EMPLOYEE / AGENTS	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
ROCBN
DUBAI, U.A.E.

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

Note:

A Corporate Agent, with an OCP Account, can Incorporate a Company on behalf of the Directors. Once the Company has been incorporated, and approved by ROCBN, an email notification will be sent to the Director and will have automatic access to view the Company in OCP. The Corporate Agent will not have access to view the Company in OCP until a Director of the Company has granted authority.

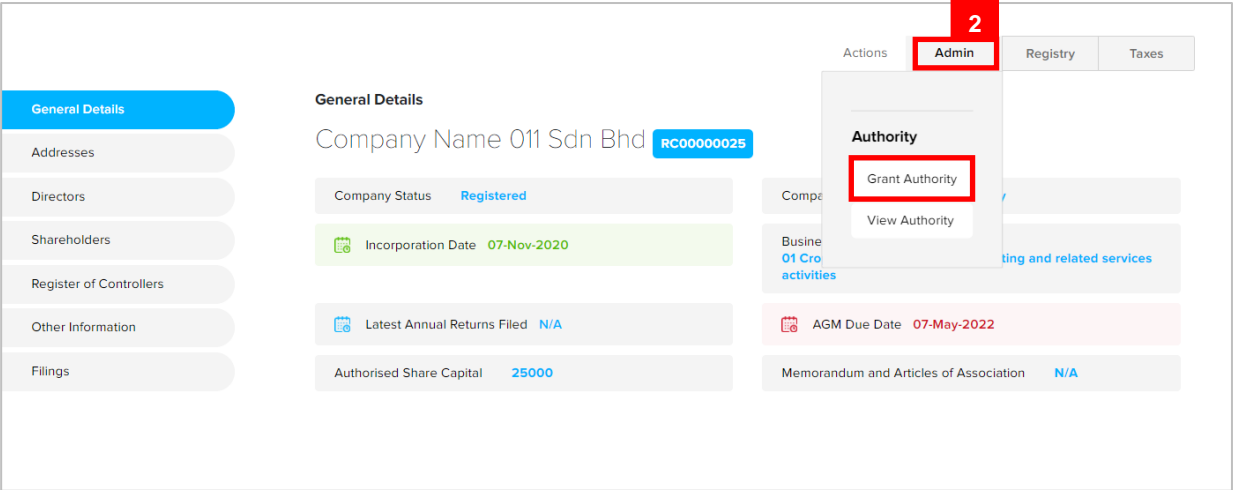
To grant authority, the Director must create their own OCP Account. Once logged in, the Director will be able to view the company in their dashboard under the **My Entities** section. Select the Company under which authority is to be granted, click on the **Admin** button (as per next page of this guide),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

The same steps will apply should the Director want to grant authority to an employee of the Company, noting that the employee will also need to create their own OCP Account.

Similarly, a Director can Incorporate a Company in OCP; once approved by ROCBN, the Director can proceed with granting authority to their agent / employee. Email notifications will be sent respectively.

OCP - Company

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



2. Click on the **Admin** **Grant Authority** tab.

The **Authority** page will be displayed.

Authority

Company Name 011 Sdn Bhd

RC00000025

3

Account Type

Individual

Organisation

Type *

Brunei IC

Identification Document Number *

01-080808

Date of Birth *

28-Sep-1991

Name *

Ziqah ariffin

Position *

Employee

Email *

ziqah.ariffin@gmail.com

Security Roles *

CRSAgent

Start Date *

12-Nov-2020

End Date

DD-MMM-YYYY

4

Add Authority

Discard

Granted Authority

1

Name

Identification Document Number

Account Type

Position

Role

Date of Birth

Email

Start Date

Status

01-011021

Individual

Director

CRS Agent

01-Jan-1990

ocpuser08@gmail.com

07-Nov-2020

Active

Edit Authority

2

Name

Identification Document Number

Account Type

Position

Role

Date of Birth

Email

Start Date

Status

01-048180

Individual

Director

CRS Agent

30-Jul-1991

nick.sipun@gmail.com

07-Nov-2020

Active

Edit Authority

3

Name

Identification Document Number

Account Type

Position

Role

Date of Birth

Email

Start Date

Status

Awang Ahmad

01-020195

Individual

Employee

CRS Agent

31-Dec-1989

awg.ahmad@gmail.com

12-Nov-2020

Active

Edit Authority

5

Submit

Cancel

OCP - Company

Grant authority to a new employee for the company.

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

Field	Example
Account Type	Individual
Type	Brunei IC
Identification Document Number	01-080808
Date of Birth	24-Sep-1991
Full Name	Ziqah Ariffin
	<i>For Brunei IC, system will auto populate the name by extracting data from Immigration database using the Identification Document Number and Date of Birth information</i>
Position	Employee
Email	ziqah.ariffin@gmail.com
Security Roles	CRS Agent
Start Date	07-Nov-2020

Note:

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

Account Type

☒ Individual ☐ Organisation

Type *

Brunei IC

Identification Document Number *

01-010195

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

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

4. Click on the **Add Authority** button.

The appointed employee/agent will be displayed on the right side of the page.

5. Click on the **Submit** button.

6. Click on the **Approve** button.

Authority will be granted to the employee/agent.

Grant Authority

×

Confirm to grant authority to the entity/user?

6

Approve

Cancel

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



گمترین گواغن دان ایگونومی
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Dear Sir/Madam,

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

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

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

Yours faithfully,

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

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

OCP - Company

To revoke authority from an existing employee/agent, update the Authority with an **End Date**.

Authority

Company Name 011 Sdn Bhd

RC00000025

Account Type

☒ Individual

☐ Organisation

Type *

Brunei IC

Number *

01020195

Name *

Awang Ahmad

Position *

Employee

Email *

awg.ahmad@gmail.com

Security Roles *

CRS Agent

Start Date *

12-Nov-2020

End Date

30-Nov-2020

Save Authority

Discard

Granted Authority

1

Name

Identification Document Number

01-011021

Account Type

Individual

Position

Director

Role

CRS Agent

Date of Birth

01-Jan-1990

Email

ocpuser08@gmail.com

Start Date

07-Nov-2020

Status

Active

Edit Authority

2

Name

Identification Document Number

01-048180

Account Type

Individual

Position

Director

Role

CRS Agent

Date of Birth

30-Jul-1991

Email

nick.sipun@gmail.com

Start Date

07-Nov-2020

Status

Active

Edit Authority

3

Name

Awang Ahmad

Identification Document Number

01-020195

Account Type

Individual

Position

Employee

Role

CRS Agent

Date of Birth

31-Dec-1989

Email

awg.ahmad@gmail.com

Start Date

12-Nov-2020

Status

Active

Edit Authority

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

7. Enter the details for **End Date** field as per the example below.


Field	Example
End Date	30-Nov-2020

8. Click on the **Save Authority** button.

The authority of the employee/agent will end on the entered **End Date**.

UPDATE REGISTER OF CONTROLLERS	Applicant
	Online User

Navigate to the OCP dashboard.



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MINISTRY OF FINANCE AND ECONOMY
PUNJAB, PAKISTAN

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+ New Entity

Muhammad Ashraf

Search

Dashboard

My Entities

Purchased Items

Verify Document

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Help

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No: CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No: CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No: CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

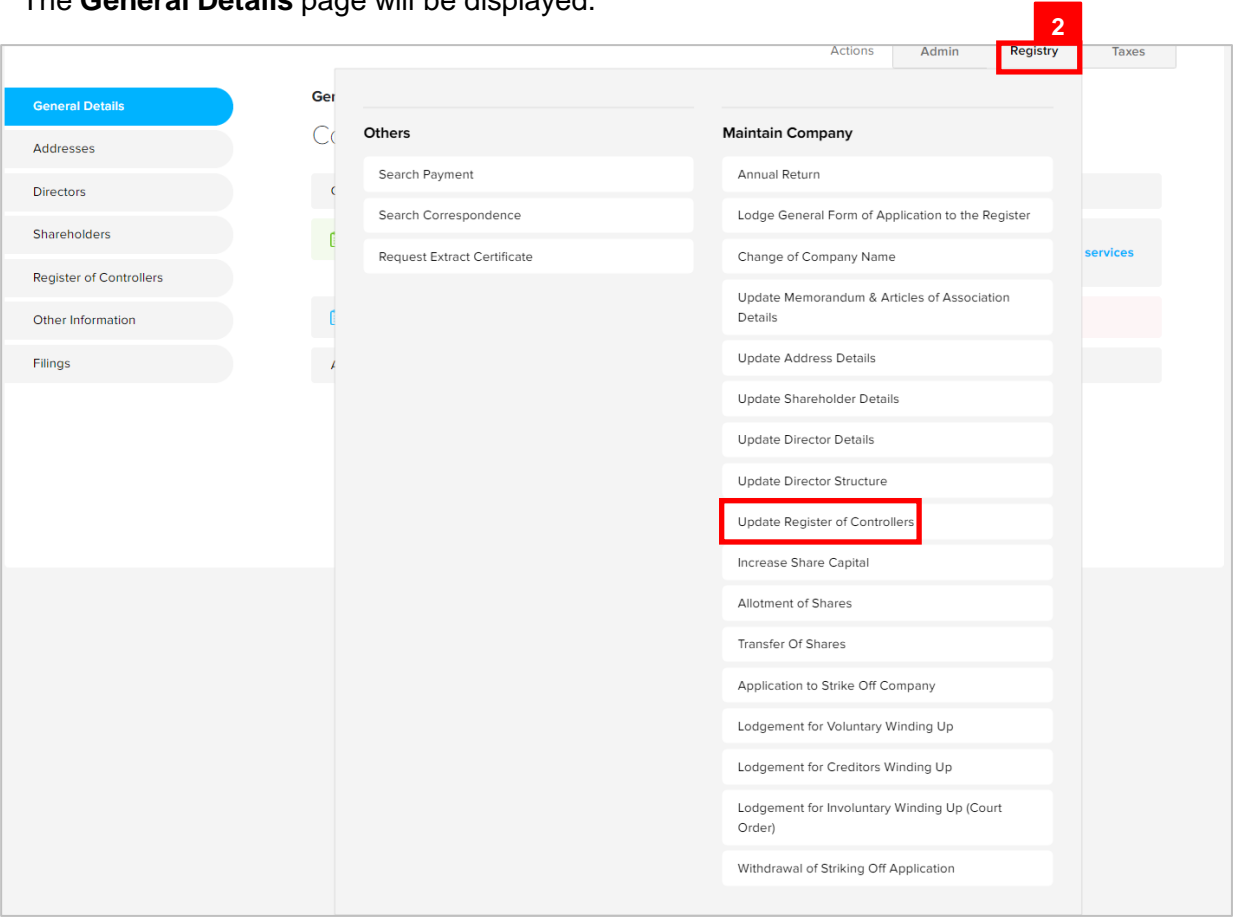
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Update Register of Controllers** tab.

Note:

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

The **Update Register Of Controller** page will be displayed.

Update Register Of Controller

Register of Controllers

Are you a company that is exempted under the Fifteenth Schedule of the Companies Act, Cap 39?

Yes

No

Please select the type of company that you fall under:

(a) A company that is Brunei Darussalam financial institution.

(b) A company that is wholly owned by the Government of Brunei Darussalam.

(c) A company that is wholly owned by a statutory body established by or under any written law for a public purpose.

(d) A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above.

(e) A company which shares are listed on a securities exchange in a country or territory outside Brunei Darussalam and which is subject to:

Regulatory disclosure requirements; and

Requirements relating to adequate transparency in respect of its beneficial owners, Imposed through securities exchange rules, law or other enforceable means.

Documents to be uploaded

Supporting Documents

Choose Files

Submit

Cancel

3. Update the **Update Register Of Controller** page as per the example below.

Field	Example
Please select the type of company that you fall under:	A company that is wholly owned subsidiary of a company mentioned in (a), (b) or (c) above.

4. Click on the **Choose Files** button to upload the **Supporting Documents** (if any).
5. Click on the **Submit** button.

The **Payment** page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Memorandum and Articles of Association Details** will be updated.

INCREASE SHARE CAPITAL	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

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گمترین کولن دان، یگنومی

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

Paid on 25 May 2020

Online

30 BND

Penalty

View All

ABC Computer Services

Renewal Registration

Paid on 25 May 2020

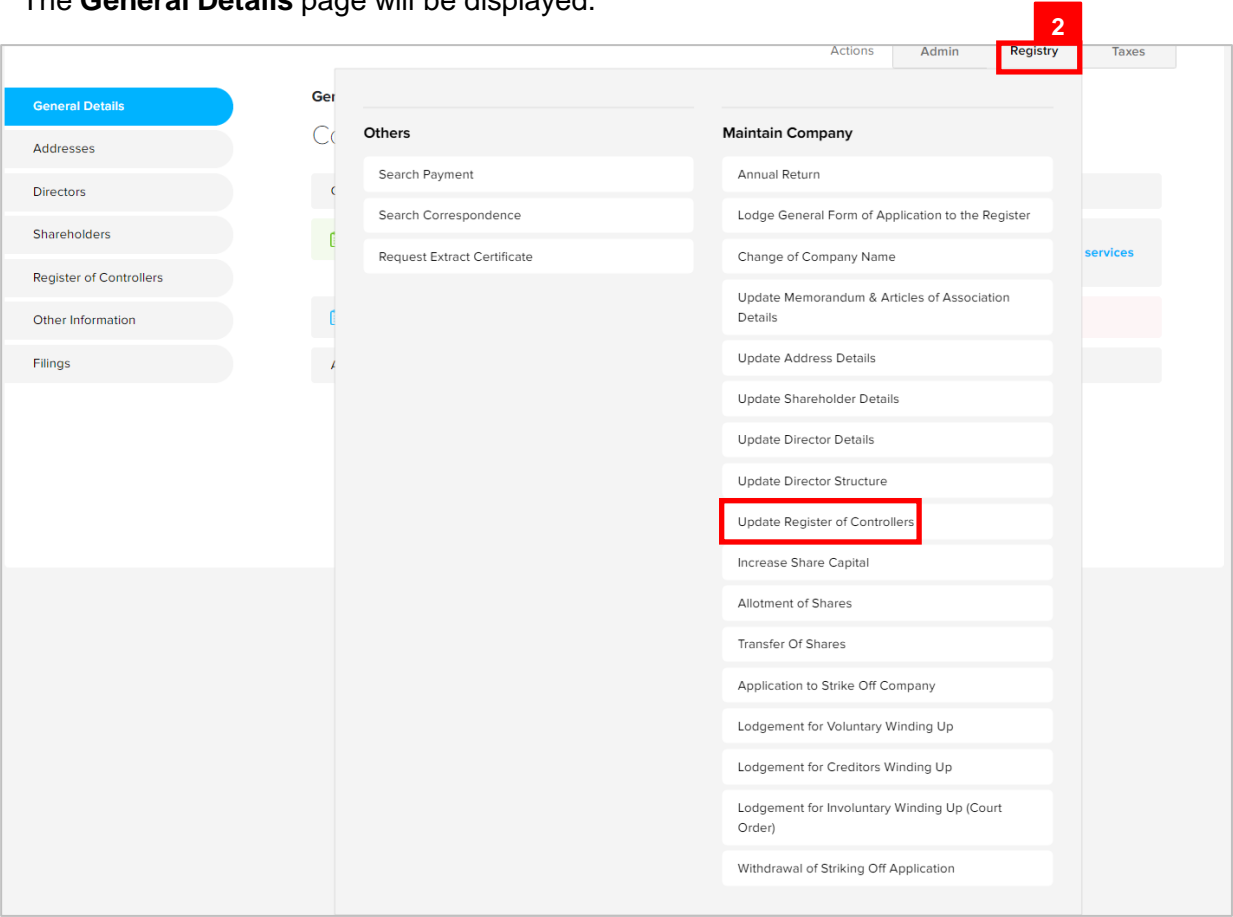
30 BND

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Increase Share Capital** tab.

Note:

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

OCP - Company

The **Increase Share Capital** page will be displayed.

Increase Share Capital

3

New Company Name 4 Sdn Bhd

RC00000009

Current Share Capital

25000

Issued Share Capital *

30000

Resolution Date *

07-Nov-2020

4

Documents to be uploaded

Resolution *

Choose Files

Supporting Documents

Choose Files

5

Submit

Cancel

3. Update the **Increase Share Capital** page as per the example below.

Field	Example
Issued Share Capital	30000
Resolution Date	Today's date

4. Click on the

Choose Files

 button to upload the required documents.

5. Click on the

Submit

 button.


The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Share Capital** details will be updated.

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ALLOTMENT OF SHARES	Applicant
	Online User

Navigate to the OCP dashboard.



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MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

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New Entity

Muhammad Ashraf

Search

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My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

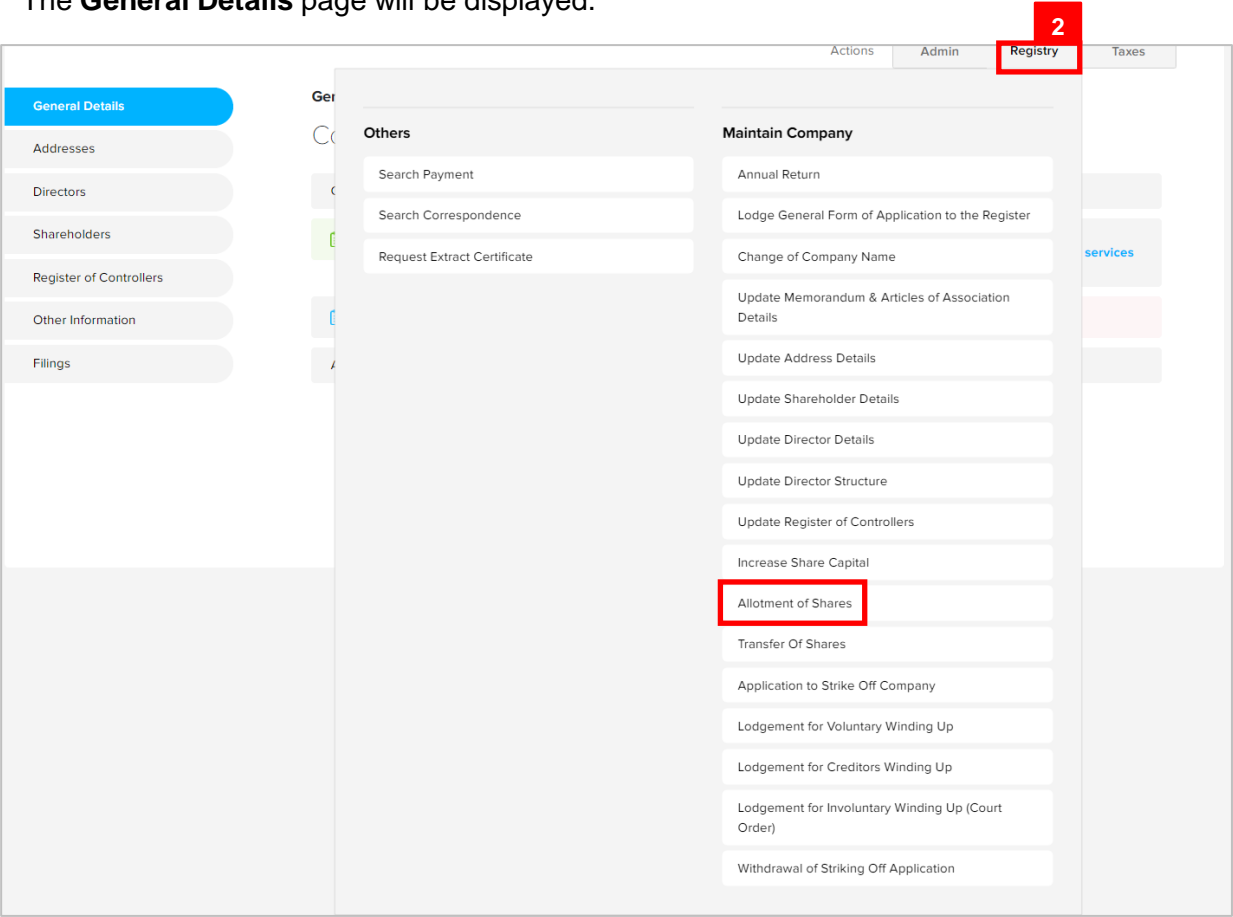
30 BND

Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

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



2. Click on the **Registry** **Allotment of Shares** tab.

- Note:**
- The company must be a local (Public or Private) company.
 - The company has a status of 'Registered'.
 - The share allocation for each shareholder must be greater than or equal to the previous allocation for that shareholder.
 - Total allotted share must be greater than previous allotted share.
 - Total allotted share must not be greater than Authorised Share Capital.

The **Allotment of Shares** page will be displayed.

Allot more shares to Shareholder 1.

Allotment of Shares

Company Name 012 Sdn Bhd RC00000027

Total Number of shares25000

Total Shares Issued10000

Shareholder Type *

Individual

☒ Select from list of Directors

[Add me as Shareholder](#)

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Gender *

☒ Male

☐ Female

Residential Address

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampong Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam

Occupation *

Director

Country *

673

Number *

8777777

Add

Email *

nick.sipun@gmail.com

Number of Shares *

7000

Appointment Date *

07-Nov-2

Save

Clear

Added Shareholders

1Individual

Full NameMuhammad Daniel

Identification Document Number01-048180

Date of Birth30-Jul-1991

GenderMale

NationalityBrunei Darussalam

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8777777

Number of Shares5000

3

Edit Shares

2Individual

Full NameUser 12

Identification Document Number01-011022

Date of Birth01-Jan-1990

GenderMale

NationalityAfghanistan

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8600697

Number of Shares5000

Edit Shares

164

OCP - Company

- Click on the **Edit Shares** button to increase shares of **Shareholder 1**.
- Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	7000

5. Click on the **Save** button.

The updated shareholder 1 will be displayed on the right of the page.

Allotment of Shares

Company Name 012 Sdn Bhd

RC00000027

Total Number of shares

25000

Total Shares Issued

12000

Shareholder Type *

Individual

☒ Select from list of Directors

Add me as Shareholder

Identification Document *

Identification Document Number *

00-000000

Date of Birth *

DD-MM-YYYY

Full Name *

Nationality *

Gender *

☐ Male☐ Female

Residential Address

Address *

Added Shareholders

1

Individual

Full Name

Muhammad Daniel

Identification Document Number

01-048180

Date of Birth

30-Jul-1991

Gender

Male

Nationality

Brunei Darussalam

Address

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

Occupation

Director

Telephone

673 8777777

Number of Shares

7000

Edit Shares

2

Individual

Full Name

User 12

Identification Document Number

01-011022

Date of Birth

01-Jan-1990

Gender

Male

Nationality

Afghanistan

Address

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

Occupation

Director

Telephone

673 8600697

Number of Shares

5000

Edit Shares

OCP - Company

After shares have been allotted, **Date of Allotment** can be filled.

The screenshot shows a web form with a red border. At the top, a red box labeled '6' highlights the 'Date of Allotment *' field, which contains the text '07-Nov-2020'. Below this, a red box labeled '7' highlights a light blue section titled 'Documents to be uploaded'. This section contains two rows: 'ID Evidence *' with a 'Choose Files' button, and 'Resolution *' with a 'Choose Files' button. At the bottom right, a red box labeled '8' highlights the 'Submit' button, with a 'Cancel' button next to it.

6. Update the **Date of Allotment** field as per the example below.

Field	Example
Date of Allotment	<i>Today's date</i>

7. Click on the **Choose Files** button to upload the required documents.
8. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, shareholder's number of shares will be updated.

TRANSFER OF SHARES	Applicant
	Online User

Navigate to the OCP dashboard.

Search

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MINISTRY OF FINANCE AND ECONOMY
MINISTERE DU FINANCE ET DE L'ECONOMIE
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys
Address Change
Paid on 25 May 2020
Online

30 BND

Penalty

View All

ABC Computer Services
Renewal Registration
Paid on 25 May 2020

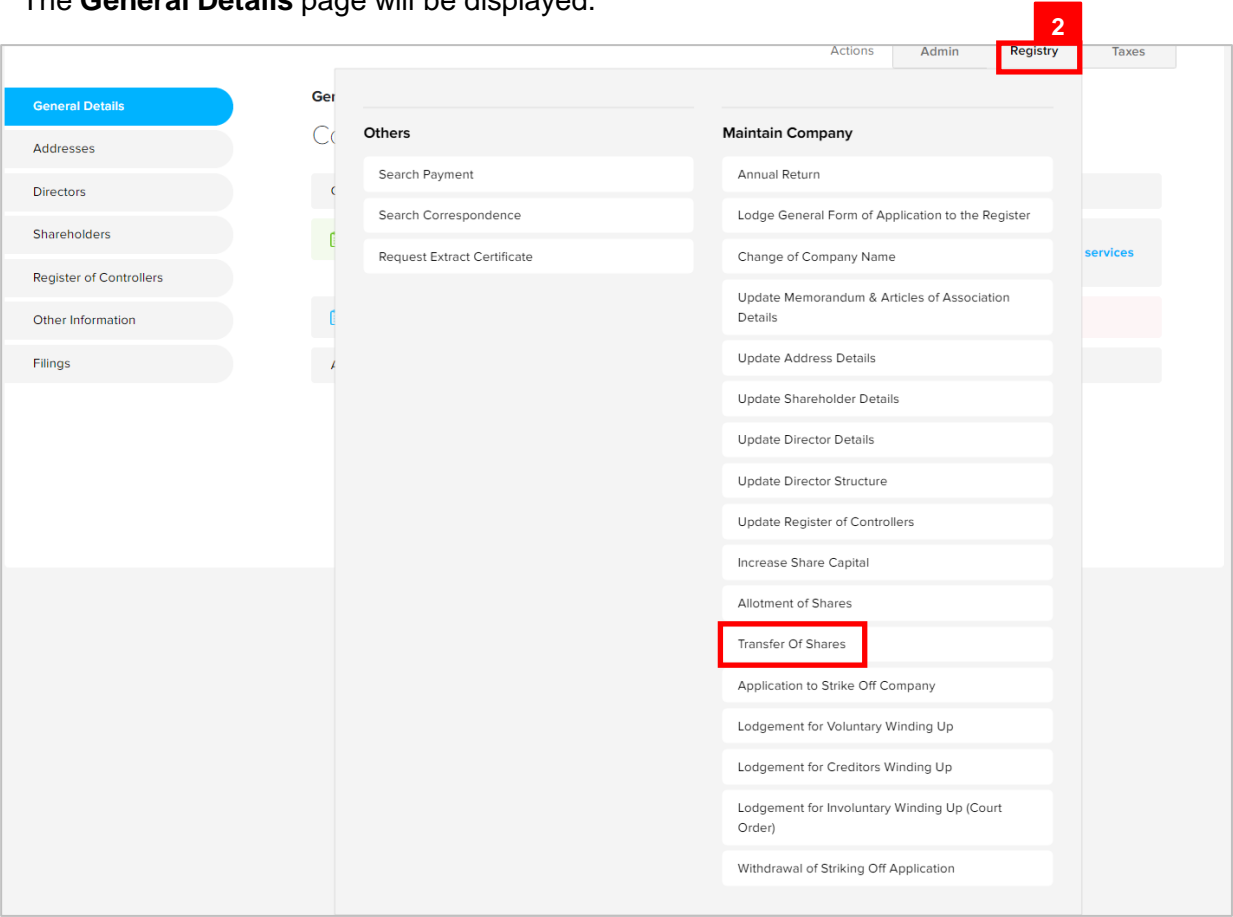
30 BND

Registered company will be displayed under the My Entities section.

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

167

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



2. Click on the **Registry** **Transfer Of Shares** tab.

- Note:**
- The company must be a local (Public or Private) company.
 - The company has a status of 'Registered'.
 - The total number of shares transferred must not change the total number of allotted shares.
 - Shareholder's number of shares will set to 0 when shareholder has been ceased.

The **Transfer of Shares** page will be displayed.

Transfer shares from Shareholder 2 to Shareholder 1.

Transfer of Shares

Company Name 012 Sdn Bhd

RC00000027

Total Number of shares25000

Total Shares Issued10000

Shareholder Type *

Individual

☒ Select from list of Directors

[Add me as Shareholder](#)

Identification Document *

IC-Yellow

Identification Document Number *

01-048180

Date of Birth *

30-Jul-1991

Full Name *

Muhammad Daniel

Nationality *

Brunei Darussalam

Gender *

☒ Male☐ Female

Residential Address

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampong Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam

Occupation *

Director

Country *

673

Number *

8777777

Telephone *

Add

Email *

nick.sipun@gmail.com

Number of Shares *

7000

Appointment Date *

07-Nov-2024

Save

Clear

Added Shareholders

1Individual

Full NameMuhammad Daniel

Identification Document Number01-048180

Date of Birth30-Jul-1991

GenderMale

NationalityBrunei Darussalam

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8777777

Number of Shares5000

Edit Shares

Cease

2Individual

Full NameUser 12

Identification Document Number01-011022

Date of Birth01-Jan-1990

GenderMale

NationalityAfghanistan

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8600697

Number of Shares5000

Edit Shares

Cease

169

3. Click on the

Edit Shares

 button to increase shares of **Shareholder 1**.
4. Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	7000

5. Click on the

Save

 button.

The updated shareholder 1 will be displayed on the right of the page.

Identification Document *

IC-Yellow

Identification Document Number *

01-011022

Date of Birth *

01-Jan-1990

Full Name *

User 12

Nationality *

Afghanistan

Gender *

Male

Female

Residential Address

Address *

Address 1

Postal Code *

BB1314

Mukim *

Berakas 'A'

Village *

Kampung Lambak Kiri 'A'

District *

Brunei Muara

Country *

Brunei Darussalam

Occupation *

Director

Telephone *

Country *

673

Number *

8600697

Add

Email *

ocpuser09@gmail.com

Number of Shares *

3000

Appointment Date *

07-Nov-2024

Save

Clear

Occupation

Darussalam

Director

Telephone

673 8777777

Number of Shares

7000

Edit Shares

Cease

2

Individual

Full Name

User 12

Identification Document Number

01-011022

Date of Birth

01-Jan-1990

Gender

Male

Nationality

Afghanistan

Address

Address 1, BB1314, Berakas 'A', Kampung Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

Occupation

Director

Telephone

673 8600697

Number of Shares

5000

6

Edit Shares

Cease

7

8

170

6. Click on the

Edit Shares

 button to decrease shares of **Shareholder 2**. (to ensure that total number of allotted shares remains unchanged)
7. Update the **Number of Shares** field as per the example below.

Field	Example
Number of Shares	3000

8. Click on the

Save

 button.

The updated shareholder 2 will be displayed on the right of the page.

Company Name 012 Sdn Bhd

RC00000027

Total Number of shares25000

Total Shares Issued10000

Shareholder Type *

Individual

☒ Select from list of Directors

Add me as Shareholder

Identification Document *

Identification Document Number *00-000000

Date of Birth *

DD-MMM-YYYY

Full Name *

Nationality *

Gender *

☒ Male☐ Female

Residential Address

Address *

Added Shareholders

1

Individual

Full NameMuhammad Daniel

Identification Document Number01-048180

Date of Birth30-Jul-1991

GenderMale

NationalityBrunei Darussalam

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8777777

Number of Shares5000

Edit Shares

Cease

2

Individual

Full NameUser 12

Identification Document Number01-011022

Date of Birth01-Jan-1990

GenderMale

NationalityAfghanistan

AddressAddress 1, BB1314, Berakas 'A', Kampong Lambak Kiri 'A', Brunei Muara, Brunei Darussalam

OccupationDirector

Telephone673 8600697

Number of Shares5000

Edit Shares

Cease

171

OCP - Company

After shares have been transferred, **Date of Transfer** can be filled.

The screenshot shows a web form for OCP - Company. A red box labeled '9' highlights the 'Date of Transfer' field, which contains the text '07-Nov-2020'. Another red box labeled '10' highlights the 'Documents to be uploaded' section, which contains three rows: 'ID Evidence *' with a 'Choose Files' button, 'Resolution *' with a 'Choose Files' button, and 'Instrument of Transfer *' with a 'Choose Files' button. A third red box labeled '11' highlights the 'Submit' button at the bottom right of the form, next to a 'Cancel' button.

9. Update the **Date of Allotment** field as per the example below.

Field	Example
Date of Transfer	Today's date

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

11. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, shareholder's number of shares will be updated.

APPLICATION TO STRIKE OFF COMPANY	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

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Help

گمترین کولن دان، یگنوم

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

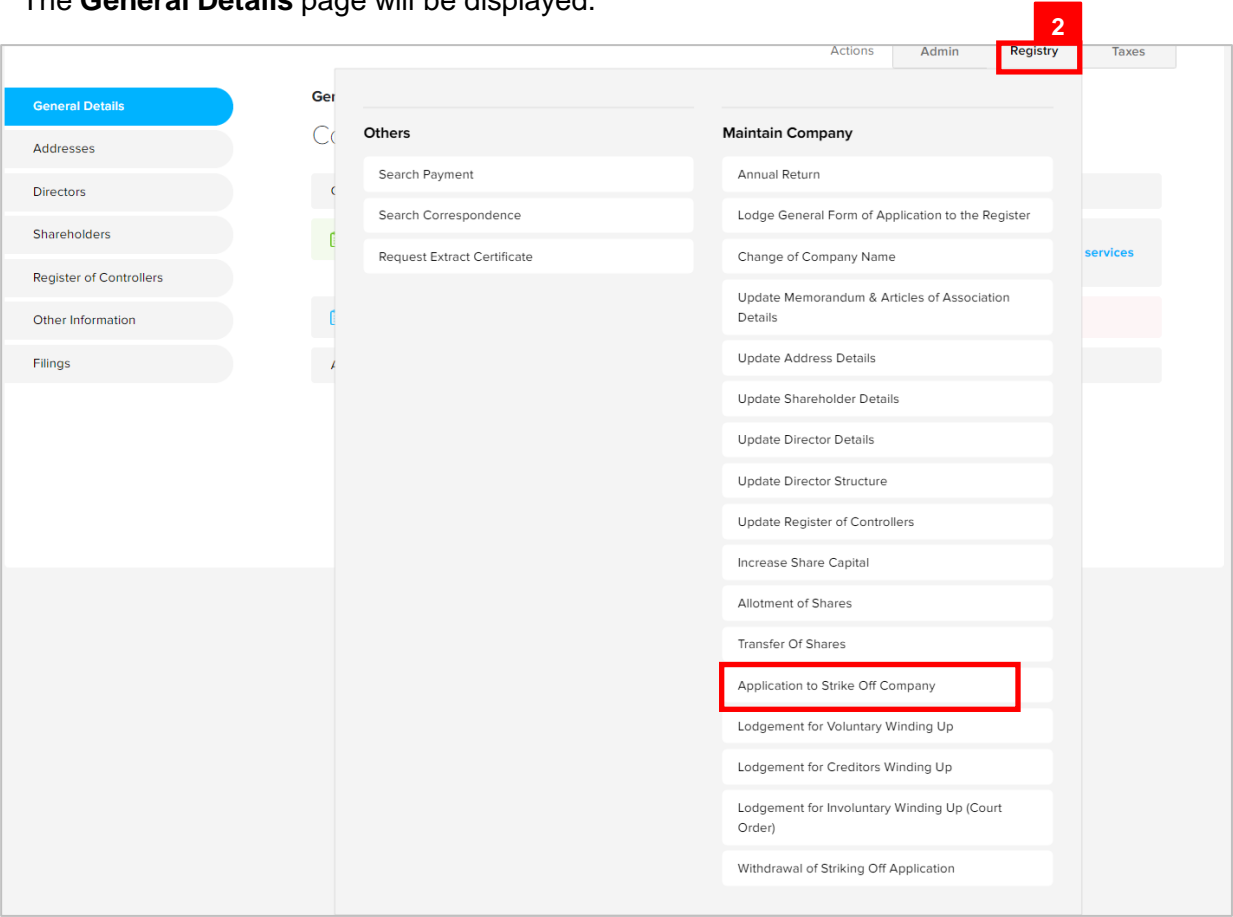
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Application to Strike Off Company** tab.

Note:

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

The **Application for striking off** page will be displayed.

Application for striking off

Company Name 012 Sdn Bhd RC00000027

I declare that I am *

☒ A shareholder authorized by special resolution of the company to make this application

☐ A director authorized by the board of the company to make this application

☐ A person required or permitted by the constitution to make this application

Cessation Date *

07-Nov-2020

Documents to be uploaded

Cessation Form *

Choose Files

Supporting Documents

Choose Files

Submit

Cancel

3. Enter the details for **Application for striking off** page as per the example below.

Field	Example
I declare that I am	A shareholder authorized by special resolution of the company to make this application
Cessation Date	Today's date

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

5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, entity status will be updated to **Undergoing strike off**.
- At a later point in time, after the cessation date, then ROCBN staff will update the entity status to **Struck Off**.

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LODGEMENT FOR VOLUNTARY WINDING UP	Applicant
	Online User

Navigate to the OCP dashboard.

Search

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My Entities

Purchased Items

Verify Document

Payment Search

Help

گمترین کولن دان، یگنوم

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

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12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

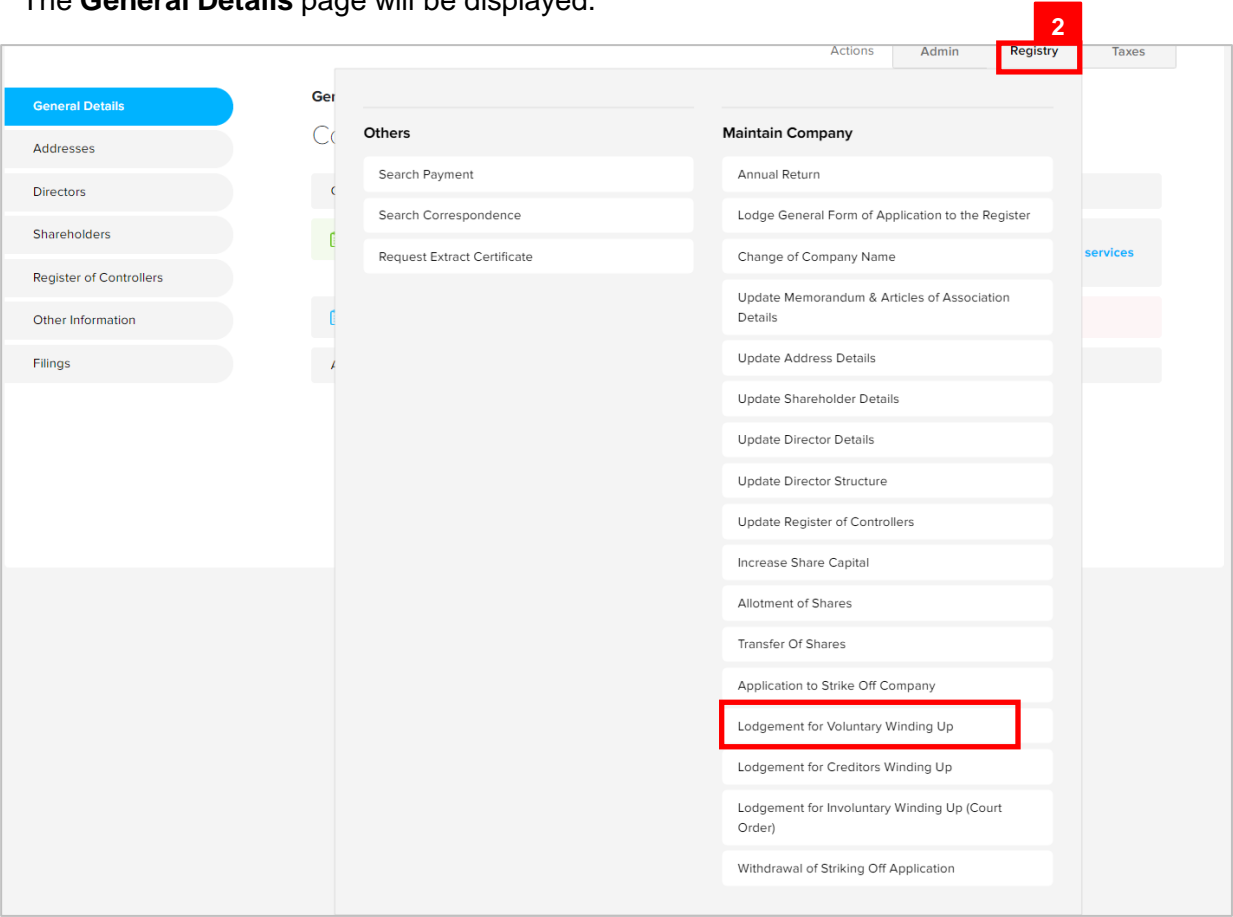
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



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

Note:

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

OCP - Company

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

Lodgement for Voluntary Winding Up

3

Company Name 012 Sdn Bhd RC00000005

Company StatusRegistered

Dissolution Date07-Nov-2020

4

Documents to be uploaded

Special Resolution *Choose Files

Application to Wind Up *Choose Files

Appointment of Liquidators *Choose Files

Gazette Advert *Choose Files

Supporting DocumentsChoose Files

5

SubmitCancel

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

Field	Example
Dissolution Date	Today's date

4. Click on the

Choose Files

 button to upload the required documents.
5. Click on the

Submit

 button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, entity status will be updated to **‘Undergoing Dissolution (Voluntary)’**.

LODGEMENT FOR CREDITORS WINDING UP	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

گمترین کولین دان، یگنوم

MINISTRY OF FINANCE AND ECONOMY

BRUNEI DARUSSALAM

One Common Portal

V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

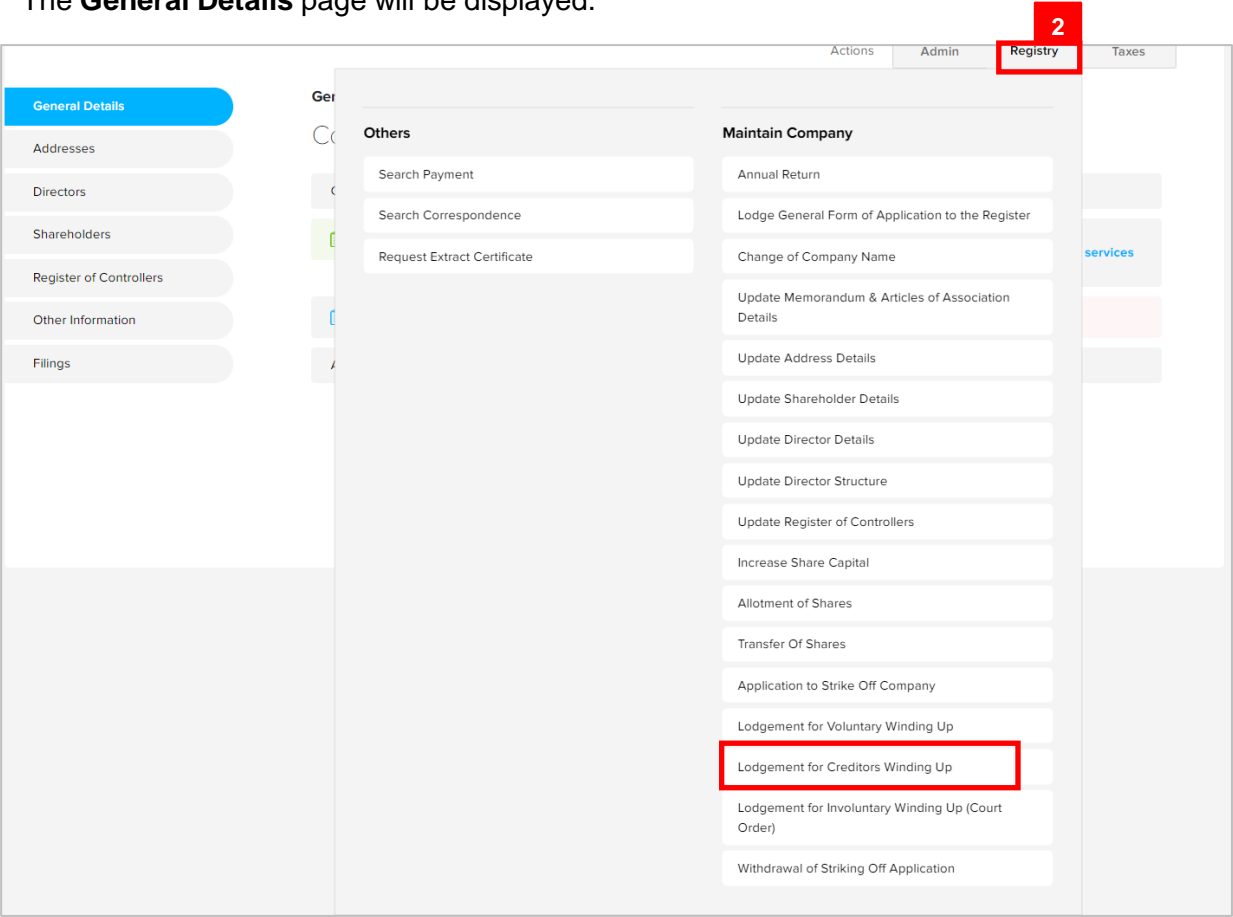
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



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

Note:

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

OCP - Company

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

Lodgement for Creditors Winding Up

3

Company Name 012 Sdn Bhd RC00000027

Company StatusRegistered

Dissolution Date07-Nov-2020

4

Documents to be uploaded

Court Order *Choose Files

Application to Wind Up *Choose Files

Copy of Affidavit *Choose Files

Copy of Petition *Choose Files

Supporting DocumentsChoose Files

5

SubmitCancel

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

Field	Example
Dissolution Date	Today's date

4. Click on the **Choose Files** button to upload the required documents.
5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, entity status will be updated to **‘Undergoing Dissolution (Creditor Winding Up)**.

LODGEMENT FOR INVOLUNTARY WINDING UP (COURT ORDER)	Applicant
	Online User

Navigate to the OCP dashboard.

Search

Dashboard

My Entities

Purchased Items

Verify Document

Payment Search

Help

MINISTRY OF FINANCE AND ECONOMY
MINISTERI KEWANGAN DAN EKONOMI
BRUNEI DARUSSALAM

One Common Portal
V 0.4.0 Alpha

New Entity

Muhammad Ashraf

My Entities

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

View All

Unfinished Businesses

Draft

12-Oct-2020

Application No CRS2010121

Station 103

05 Days Remaining

14 Days

Complete your business registration process before cancellation.

View Details

Finished Businesses

Approved

12-Oct-2020

Application No CRS2010123

Abd Events

Rejected

12-Oct-2020

Application No CRS2010122

Steamboat Chronicles

Correspondence Details

No Information Available

Payment

View All

Super Kids Toys

Address Change

30 BND

Paid on 25 May 2020

Online

Penalty

View All

ABC Computer Services

Renewal Registration

30 BND

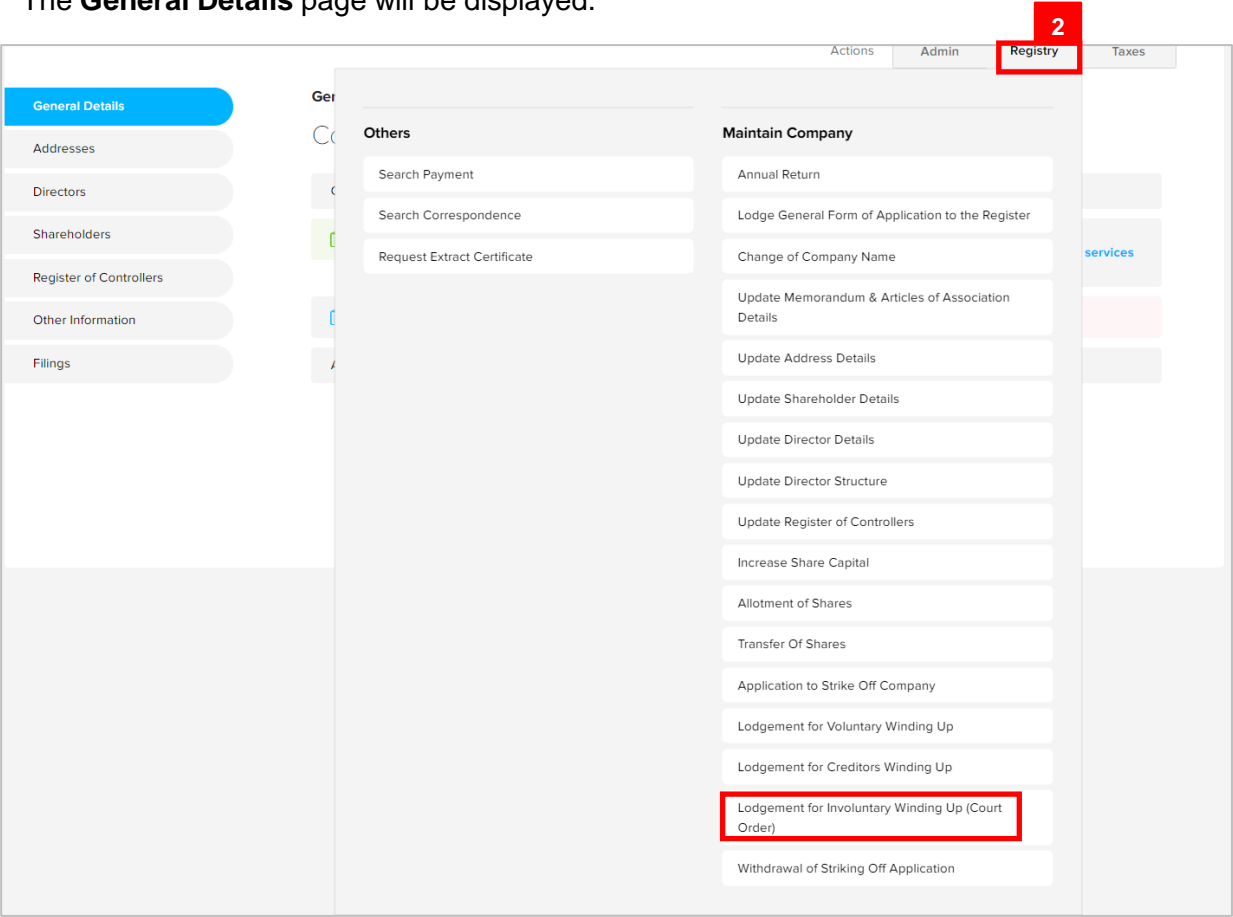
Paid on 25 May 2020

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



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

Note:

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

OCP - Company

The **Lodgement for Involuntary Winding Up (Court Order)** page will be displayed.

Lodgement for Involuntary Winding Up (Court Order)

3

Company Name 012 Sdn Bhd

RC00000027

Company StatusRegistered

Dissolution Date07-Nov-2020

4

Documents to be uploaded

Petition *

Choose Files

Affidavit *

Choose Files

Supporting Documents

Choose Files

5

Submit

Cancel

3. Enter the details for **Lodgement for Involuntary Winding Up (Court Order)** page as per the example below.

Field	Example
Dissolution Date	Today's date

4. Click on the

Choose Files

 button to upload the required documents.
5. Click on the

Submit

 button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, entity status will be updated to **‘Undergoing Dissolution (Court Winding Up)’**.

WITHDRAWING OF STRIKING OFF APPLICATION	Applicant
	Online User

Navigate to the OCP dashboard.

MUHAMMAD BIN ABUBAKAR

My Entities

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

[View All](#)

Unfinished Businesses

Draft | 12-Oct-2020

Application No: CRS2010121
Station 103

05 Days Remaining | 14 Days

Complete your business registration process before cancellation

[View Details](#)

Finished Businesses

Approved | 12-Oct-2020

Application No: CRS2010123
Abd Events

Rejected | 12-Oct-2020

Application No: CRS2010122
Steamboat Chronicles

Correspondence Details

No Information Available

Payment | View All

Super Kids Toys Address Change **30 BND**

Paid on: **25 May 2020** Online

Penalty | View All

ABC Computer Services Renewal Restriction **30 BND**

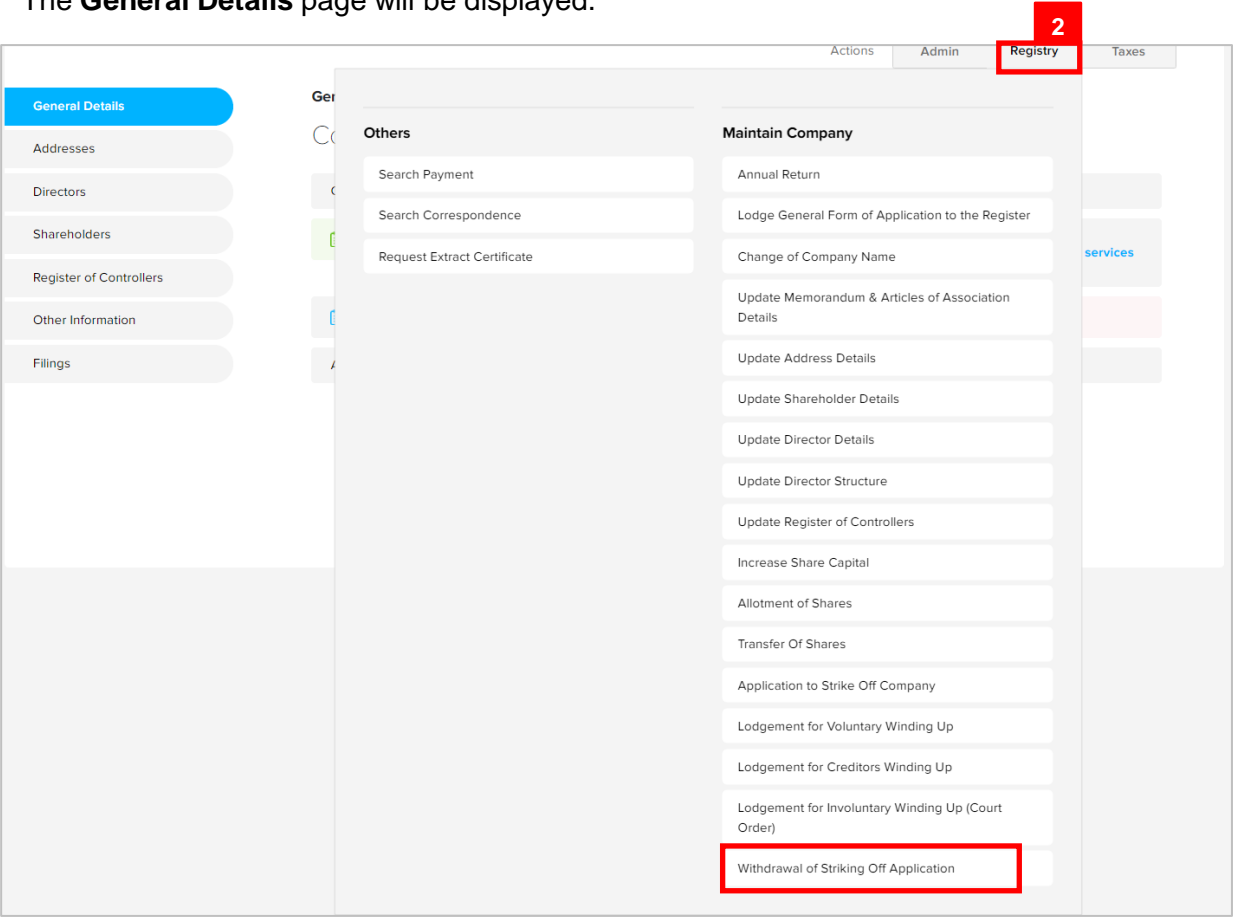
Paid on: **25 May 2020**

Registered company will be displayed under the My Entities section.

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

OCP - Company

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



2. Click on the **Registry** **Withdrawal of Striking Off Application** tab.

Note:

- The entity must be a Company.
- The Company has a status of 'Undergoing Striking Off'.

OCP - Company

The **Withdrawal of Striking Off Application** page will be displayed.

Withdrawal of Striking Off Application

Company Name 012 Sdn Bhd

RC00000027

The directors hereby withdraw the application in which it was requested that this company be stuck off the Register.

Documents to be uploaded

Supporting Documents *

Choose Files

3

4

Submit

Cancel

4. Click on the **Choose Files** button to upload the required documents.
5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, entity status will be updated to **‘Registered’**.