OCP
ONE·COMMON·PORTAL

User Guide

Granting Authority

OCP - Company

PURPOSE

This user guide acts as a reference for **Applicants** to grant authority to agents/employees after registering a business name (or) incorporating a company.

– **Grant Authority to Employee / Agent**

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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GRANT AUTHORITY TO EMPLOYEE / AGENTS	Applicant
	Online User

Navigate to the OCP dashboard.

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

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

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

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

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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	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

5

Submit   Cancel

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

- 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.
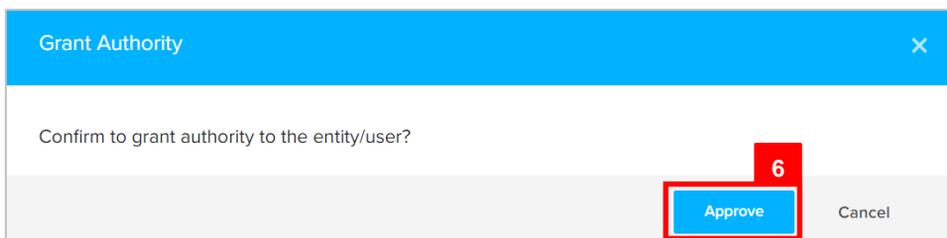
Grant Authority	✕
Confirm to grant authority to the entity/user?	
	6 Approve Cancel

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

كمنترين كواڠن دان ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Dear Sir/Madam,

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

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

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

Yours faithfully,

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

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

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

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**.