



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

Table of Content

Topics	Page
Introduction	2
Grant Authority to Employee / Agent	4

GRANT AUTHORITY TO EMPLOYEE / AGENTS	Applicant
	Online User

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the text 'One Common Portal V.Q.4.0 Alpha'. The user is logged in as 'Muhammad Ashraf'. The main content area is divided into several sections:

- My Entities:** A table listing registered entities. The table has columns for 'Registration No.', 'Name', 'User Role', and 'Status'. The 'Steamboat Chronicles' entry is highlighted with a red box and has a red '1' next to its 'Registered' status button.
- Unfinished Businesses:** A card showing a 'Draft' status for 'Station 103' with '05 Days Remaining'.
- Finished Businesses:** A card showing an 'Approved' status for 'Abd Events' and a 'Rejected' status for 'Steamboat Chronicles'.
- Correspondence Details:** A card showing 'No Information Available'.
- Payment:** A card showing a payment of '30 BND' for 'Super Kids Toys'.
- Penalty:** A card showing a penalty of '30 BND' for 'ABC Computer Services'.

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.

OCP - Company

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

General Details

Company Name 011 Sdn Bhd **RC00000025**

Company Status **Registered**

Incorporation Date **07-Nov-2020**

Latest Annual Returns Filed **N/A**

Authorised Share Capital **25000**

Actions **Admin** Registry Taxes

Authority

Grant Authority

View Authority

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

OCP - Company

The **Authority** page will be displayed.

Authority

Company Name 011 Sdn Bhd RC00000025 **3**

Account Type Individual Organisation

Type *

Identification Document Number *

Date of Birth *

Name *

Position *

Email *

Security Roles *

Start Date *

End Date

4

Granted Authority

- | | |
|--------------------------------|---------------------|
| 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 |
- | | |
|--------------------------------|-----------------------|
| Name | |
| Identification Document Number | 01-048180 |
| Account Type | Individual |
| Position | Director |
| Role | CRS Agent |
| Date of Birth | 30-Jul-1991 |
| Email | nicks.sipun@gmail.com |
| Start Date | 07-Nov-2020 |
| Status | Active |
- | | |
|--------------------------------|---------------------|
| 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 |

5

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

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

- Account Type: Individual, Organisation
- Type *: Brunei IC (dropdown menu)
- Identification Document Number *: 01-010195

A red error message is displayed below the Identification Document Number field: "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.

OCP - Company

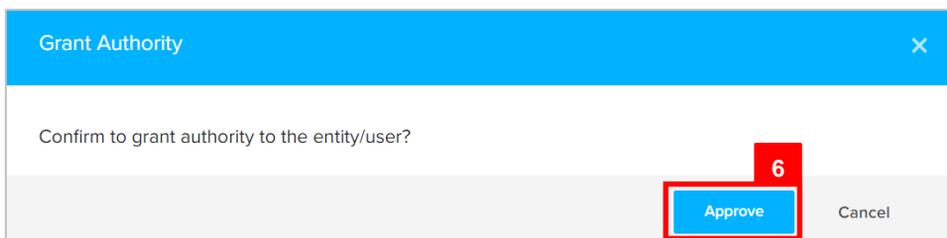
4. Click on the **Add Authority** button.

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.



The image shows a 'Grant Authority' dialog box with a blue header and a white body. The header contains the text 'Grant Authority' and a close button (X). The body contains the text 'Confirm to grant authority to the entity/user?'. At the bottom right, there are two buttons: 'Approve' and 'Cancel'. The 'Approve' button is highlighted with a red box and a red number '6' above it, indicating the step to be followed.

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



كمنترين كواغن 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

Copyright © Brunei Darussalam 2020. All Rights Reserved.

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**.