



ONE•COMMON•PORTAL

User Guide
Registering a Business Name

OCP – Registering a Business Name

PURPOSE

This user guide acts as a reference for applicants who wish to register a Business Name in the One Common Portal.

GLOSSARY

The following acronyms are used frequently:

Term	Meaning
OCP	One Common Portal
ROCBN	Registry of Companies and Business Names

FURTHER ASSISTANCE

If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to info.rocbn@mofe.gov.bn

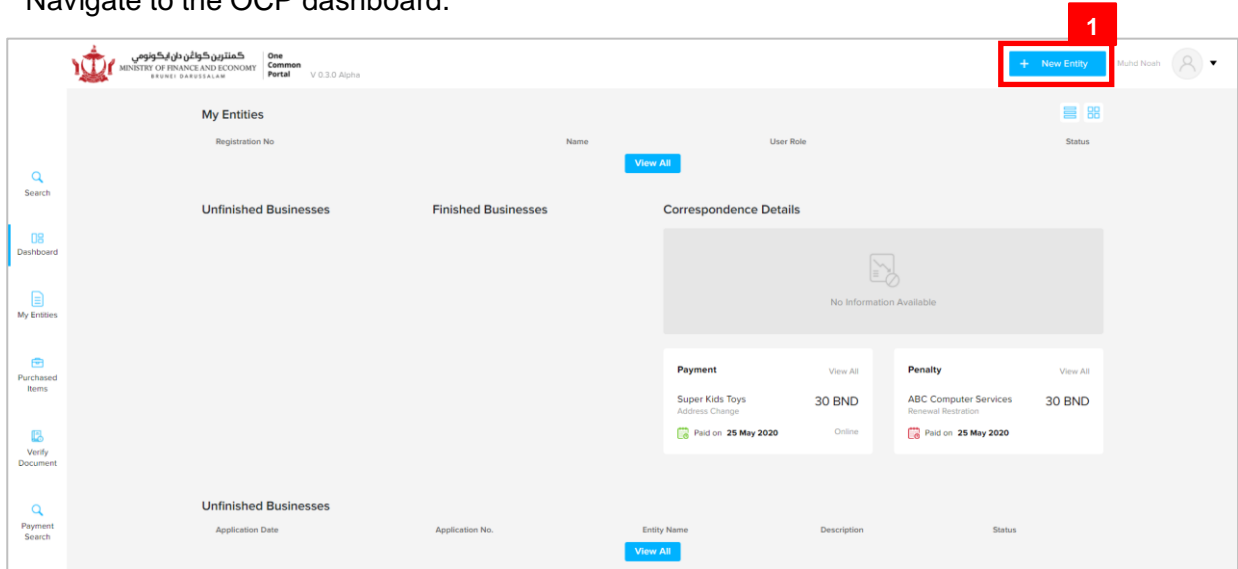
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OCP – Registering a Business Name

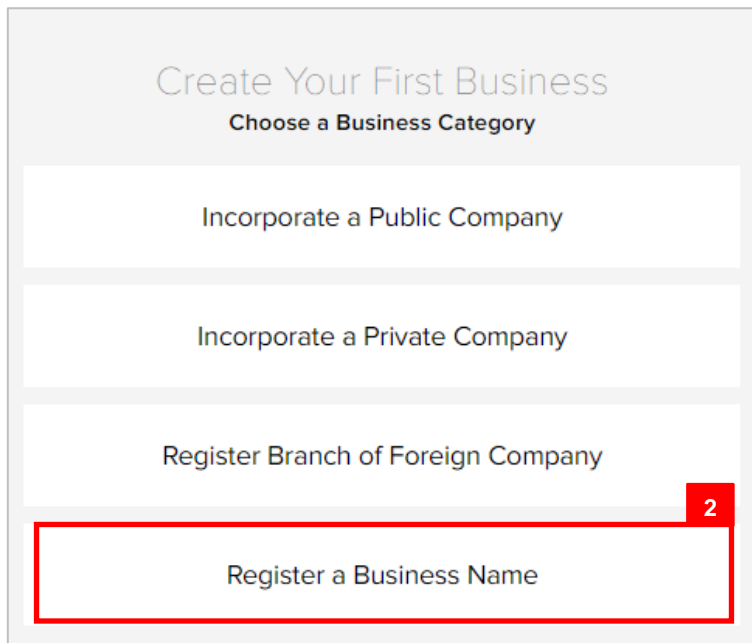
REGISTERING A BUSINESS NAME	Applicant
	Online User

Navigate to the OCP dashboard.



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

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



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

OCP – Registering a Business Name

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

The screenshot shows a web page titled "Register a Business Name" with a navigation bar containing five tabs: "Important Information" (highlighted in blue), "General Details", "Address Details", "Owner Details", and "Review". Below the tabs, the "Important Information" section is displayed. It begins with "Dear Sir / Madam," followed by a notice: "You are about to register a business name (sole-proprietorship or partnership) under the Business Names Act, Cap. 92, please take note of the following:" and two numbered points (a) and (b). A red box labeled "3" highlights a checkbox with the text "I / We have read the above notice and duly take note of the requirements as stated above." At the bottom right, a red box labeled "4" highlights a blue "Next" button, with "Save & Exit" and "Cancel" buttons positioned to its right.

3. Read through the important information and click on the

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

4. Click on the button.

OCP – Registering a Business Name

The **General Details** section will appear.

Register a Business Name

Important Information **General Details** Address Details Owner Details

General Details

Proposed Name * Tuition School **NOTE** Validate

The proposed name is available to register!

Entity Type Sole Proprietor

Business Sector * 85 - Education x **6**

Licensing Authority Approval
Please attach evidence of approval from the following licensing authorities:

Ministry Of Education **Choose Files**

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

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

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

Prev Next

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

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

OCP – Registering a Business Name

Note :

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

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

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

Consent Required to use existing name? * Yes No

Consent

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

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

Click on the button and select evidence of approval document.

OCP – Registering a Business Name

Important Information **General Details** Address Details Owner Details

General Details

Proposed Name *

The proposed name is available to register!

Entity Type

Business Sector *

Licensing Authority Approval
Please attach evidence of approval from the following licensing authorities:

Ministry Of Education

MoE cert.jpg
0.2 MB Ready to upload

7



7. Click on the button to upload the file.

OCP – Registering a Business Name

The file will be uploaded.

Licensing Authority Approval
Please attach evidence of approval from the following licensing authorities:

Ministry Of Education

MoE cert.jpg  

Choose Files

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



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

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

8

Next Prev Save & Exit Cancel

8. Click on the  button.

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

OCP – Registering a Business Name

The **Address Details** section will appear.

Register a Business Name

Important Information General Details **Address Details**

Address Details

Address Type Principal Address Additional Address

Address * 54, SPG 64, Jalan Jaya Indera

Postal Code * KA 1531

Mukim * Kuala Belait

Village * Kg Mumong A

District * Belait

Country * Brunei Darussalam

Add Address Clear

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

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

OCP – Registering a Business Name

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

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

Register a Business Name

Important Information General Details **Address Details** Owner Details Review

Address Details

Address Type Principal Address **NOTE** Additional Address

Address * [Text Field]

Postal Code * [Text Field]

Mukim * [Text Field]

Village * [Text Field]

District * [Dropdown Menu]

Country * Brunei Darussalam [Dropdown Menu]

Add Address Clear

Added Addresses

1 Principal Place of Business
54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531,
Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam Edit Delete

11 **Next** Save & Exit Cancel

Note:

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

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

	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 registration page.
	To cancel registration.

OCP – Registering a Business Name

The **Owner Details** section will appear.

Register a Business Name

Important Information General Details Address Details **Owner Details** Review

12

Owner Details

Owner Type * Individual

Identification Document * IC-Yellow

Identification Document Number * 01048181

Date of Birth * 14-Jun-1992

Full Name * Muhammad Ashraf

Nationality * Brunei Darussalam

Gender * Male Female

Residential Address

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

Postal Code * KA 1531

Mukim * Kuala Belait

Village * Kg Mumong A

District * Belait

Country * Brunei Darussalam

Occupation * Self-employed

Telephone * Country * Number *
673 8600697

Add

Email * mu mail.com

13

Add Owner clear

ID Evidence **Choose Files**

Resolution **Choose Files**


Prev **Next** Save & Exit Cancel


OCP – Registering a Business Name

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

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


OCP – Registering a Business Name



13. Click on the  button to add owner.

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

Note: When entering the details for **Identification Document Number** and **Date of Birth**, there will be **IC Number Validation with Immigration**.

IC Number Validation with Immigration

Your ICN : 01  and Date of Birth : 30-Jul-1991 will be validated.
This may take few minutes.
Do you want to continue?

Click on the  button to proceed.

OCP – Registering a Business Name

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

Register a Business Name

Important Information General Details Address Details **Owner Details** Review

Owner Details

Owner Type *

Identification Document *

Identification Document Number *

Date of Birth *

Full Name *

Nationality *

Gender * Male Female

Residential Address

Address *

Postal Code *

Mukim *

Village *

District *

Country *

Occupation *

Telephone *

Email *

Added Owners

1 **Individual**

Full Name	Muhammad Ashraf
Identification Document	IC-Yellow
Identification Document Number	01048181
Date of Birth	14-Jun-1992
Nationality	Brunei Darussalam
Address	54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, KA 1531, Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam
Occupation	Self-employed
Telephone	673 8600697
Appointment Date	01-Jan-1970

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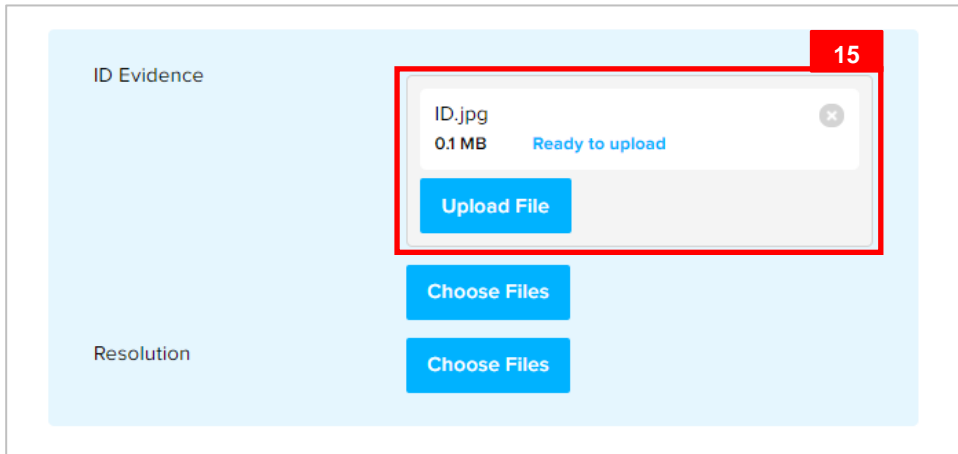
ID Evidence

Resolution

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

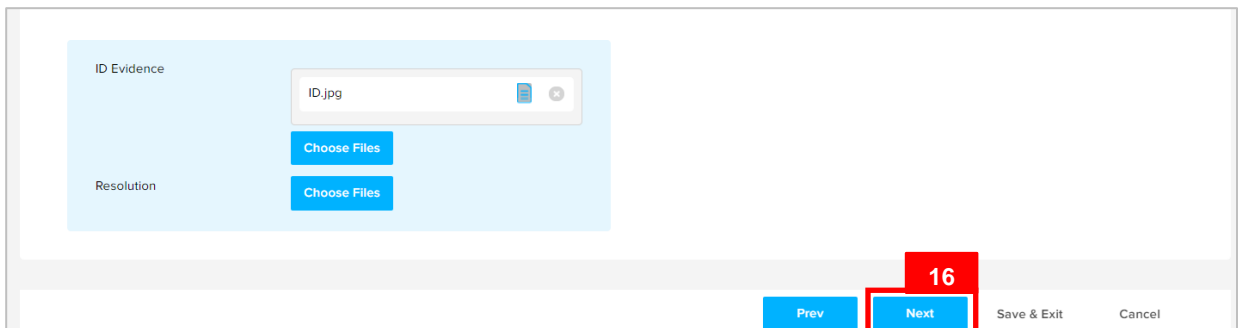
Click on the button to select ID document.

OCP – Registering a Business Name





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

The file will be uploaded.



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

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

OCP – Registering a Business Name

The **Review** section will appear.

Register a Business Name

Important Information General Details Address Details Owner Details **Review** 17

Review Expand All

General Details Edit

Address Details Edit

Owner Details Edit

* I have reviewed the information above and hereby confirmed that there are no omissions and typographical errors. 18

Declaration & Consent

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

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

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

* I hereby declare that the information provided to the Registrar of Business Names is true and correct. 19

20

Prev Save & Exit Cancel Submit

17. Click on the individual sections to view the separate sections or click on the

Expand All button to view all the sections.

Click on the Edit button edit the specific sections.

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

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

20. Click on the Submit button.

OCP – Registering a Business Name

The **Payment** page will appear.

Payments

Application ID : CRS2009172


Tuition School
Business Name - Register a Business Name


NOTE

Register a Business Name	BND 30.00
--------------------------	-----------

Total Amount BND 30.00

Payment Method

Credit Card 

Pay over the counter 

Proceed

Note:

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

OCP – Registering a Business Name

Payment Method – Credit Card

Payments


Application ID : CRS20091512


Tuition School
Business Name - Register a Business Name

Register a Business Name BND 30.00

Total Amount BND 30.00

Payment Method

Credit Card 

Pay over the counter 

Proceed

Note:

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

OCP – Registering a Business Name

Payment Method – Pay Over The Counter

Payments

NOTE


Application ID : CRS20091512


Tuition School
Business Name - Register a Business Name

Register a Business Name	BND 30.00
--------------------------	-----------

Total Amount BND 30.00

Payment Method

Credit Card 

Pay over the counter 

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

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

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

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

21
Exit

Note:

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

21. Click on the Exit button.

OCP – Registering a Business Name

The OCP dashboard page will appear.

The screenshot shows the OCP dashboard interface. At the top, there's a 'My Entities' header with a 'View All' button. Below this, there are three main sections: 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Correspondence Details' section shows a message 'No Information Available'. Below that, there are two cards for 'Payment' and 'Penalty', both showing a 'View All' button and a 'Paid on 25 May 2020' date. A red 'NOTE' banner is positioned to the right of the 'Unfinished Businesses' section. The 'Unfinished Businesses' section is highlighted with a red border and contains a table with one row of data. The 'Finished Businesses' section is also visible at the bottom.

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	CRS20091512	Tuition School	Register a Business Name	Pending Payment

Note:

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

OCP – Registering a Business Name

After **payment** has been made:

The screenshot displays the 'My Entities' dashboard. At the top, there are columns for 'Registration No', 'Name', 'User Role', and 'Status', with a 'View All' button. Below this, there are three main sections: 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Correspondence Details' section shows 'No Information Available'. There are two cards for 'Payment' and 'Penalty', both showing a payment of 30 BND on 25 May 2020. A red 'NOTE' banner is located on the right side. The 'Unfinished Businesses' section is highlighted with a red border and contains a table with the following data:

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	CRS20091512	Tuition School	Register a Business Name	Pending Review

Below the table is a 'View All' button. The 'Finished Businesses' section is also visible at the bottom with a 'View All' button.

Note:

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

OCP – Registering a Business Name

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

Submitted - Register a Business Name For Business Name 1 OQCRS20112625



كمتيرين كواغن دن ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Our Ref: OQCRS20112525

Dear Sir/Madam,

Title: **Business Name 1**

We refer to your application dated **25 Nov 2020** on the above matter.

Please be informed that your application for **Register a Business Name** for **Business Name 1** has been received by the Registry of Business Names and will be duly reviewed.

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

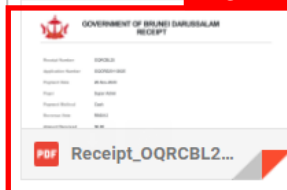
Yours faithfully,

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

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

NOTE



Note: Receipt of the payment will also be attached in the email.

OCP – Registering a Business Name

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

Registration of Business Name Tuition School :



كمتنرين كو ائن دن ايكونومي
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

One
Common
Portal

Our Ref: P00000072

Dear Sir/Madam,

We refer to your application dated **25 Nov 2020**.

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

This certificate is required to be exhibited in a conspicuous position at the principal place of business. Whenever a change is made or occurs in any of the particulars in respect of which any firm, individual or corporation is registered, changes must be lodged with the Registrar within fourteen (14) days after such change. If any firm, individual or corporation ceases to carry on business or abandons the use of its business name, notice thereof must be lodged with the registrar. Please note that the first renewal will be due on **25 May 2022**.

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

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

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

Yours faithfully,

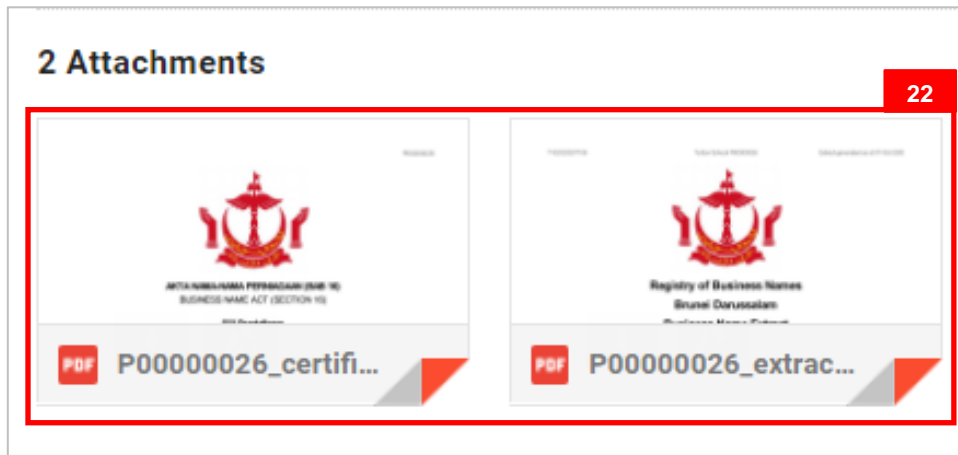
FOR REGISTRAR OF BUSINESS NAMES
Ministry of Finance and Economy,
Brunei Darussalam

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

OCP – Registering a Business Name

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



22. Click on the attachments to view the documents.

OCP – Registering a Business Name

The **Certificate of Registration.**



P00000072

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

Sijil Pendaftaran
Certificate of Registration

**Saya dengan ini mengesahkan bahawa pendaftaran menurut Akta Nama-Nama
Perniagaan telahpun dilakukan berhubung dengan perniagaan yang dijalankan di**

I hereby certify that registration pursuant to the Business Names Act has been effected in
respect of a business carried on at


54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531,
Brunei Darussalam

di bawah Nama Perniagaan
Under the Business Name of

TUITION SCHOOL

Ditandatangani, di Bandar Seri Begawan, pada
25 Haribulan November 2020

Given under my hand, at Bandar Seri Begawan, this
25 day of November 2020


Pendaftar Nama-Nama Perniagaan
REGISTRAR OF BUSINESS NAMES
NEGARA BRUNEI DARUSSALAM



The validation code for this Certificate of Registration is 25112020208119. To check the validity of this certificate, enter
<https://qa.ocp.mofe.gov.bn/VerifyDocument?code=25112020208119> in your browser.

The Business Name Extract.

251120202081110

Tuition School P00000072

Extract generated as at 25-Nov-2020



Registry of Business Names Brunei Darussalam Business Name Extract

General Details

Business Number : P00000072
Business Name : Tuition School
Business Type : Sole Proprietor
Entity Status : Registered
Registration Date : 25-Nov-2020
Business Sector : 85 Education

Addresses

Principal Place of Business : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam

Owners

Individual Owner(s)

Full Name : [REDACTED]
Nationality : Brunei Darussalam
Identification Document : IC-Yellow
Identification Document Number : [REDACTED]
Gender : Male
Residential Address : 54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ, Kampong Mumong A, Kuala Belait, Belait, KA1531, Brunei Darussalam
Appointment Date : 25-Nov-2020

251120202081110

Extract Generated at as 25-Nov-2020

OCP – Registering a Business Name

After **approval** has been made:

My Entities**NOTE**


Registration No	Name	User Role	Status
P00000017	Tuition School	BusinessOwner	Registered

[View All](#)

Unfinished Businesses

Finished Businesses

Correspondence Details




No Information Available

Payment

Super Kids Toys
Address Change

30 BND


 Paid on **25 May 2020**

[View All](#)

Penalty

ABC Computer Services
Renewal Restriction

30 BND

 Paid on **25 May 2020**

[View All](#)

Unfinished Businesses

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

[View All](#)

Finished Businesses**NOTE**

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

[View All](#)

Note:

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