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**
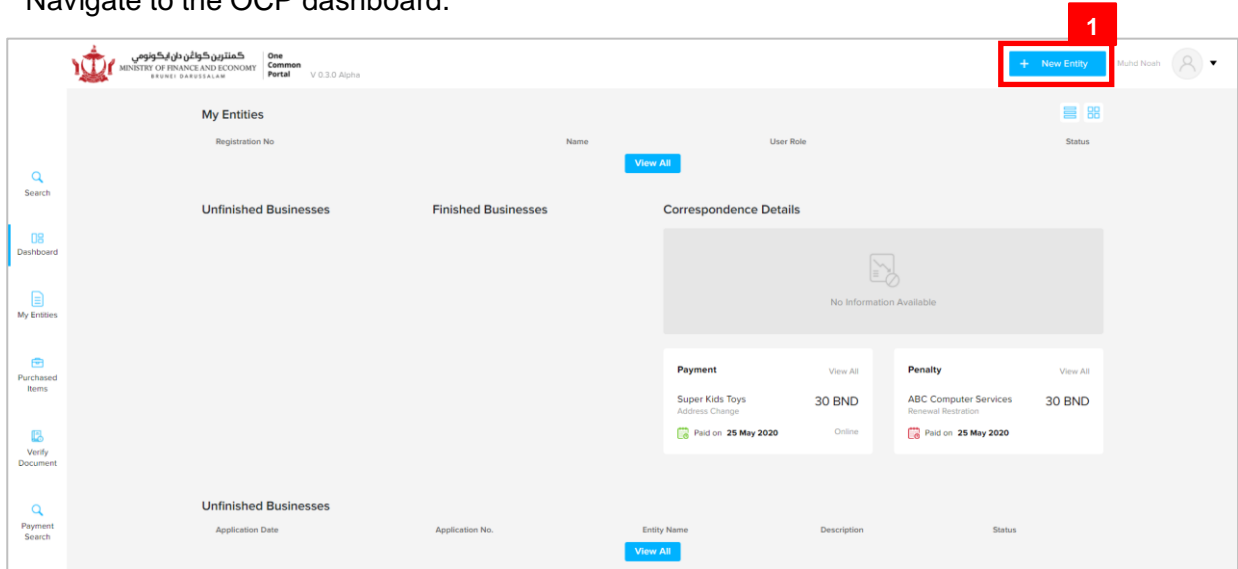
Table of Content

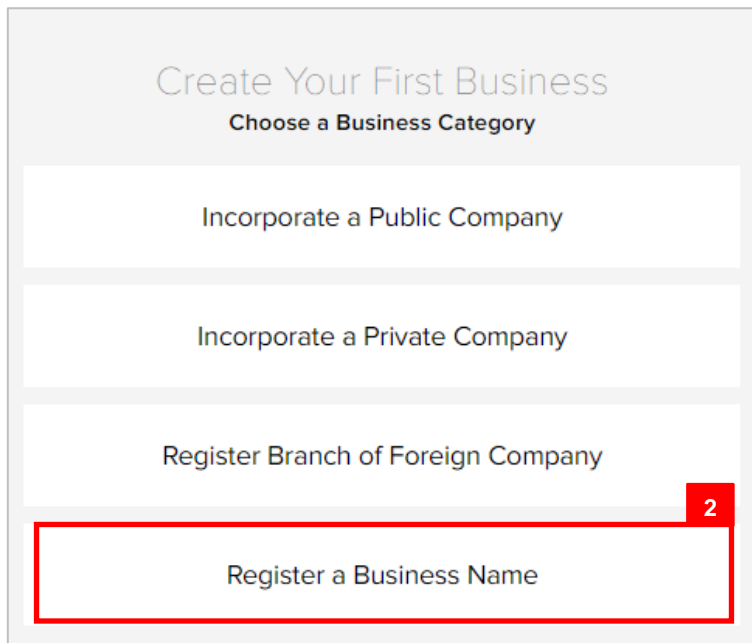# OCP – Registering a Business Name

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.

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

3. Read through the important information and click on the

 checkbox.

4. Click on the button.

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The **General Details** section will appear.

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

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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:

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

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

   Click on the **Choose Files** button and select evidence of approval document.

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

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.

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| Prev | Next | Save & Exit | Cancel |

8. 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.

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The **Address Details** section will appear.

Register a Business Name

| Important Information | General Details | **Address Details** |

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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 ⬍

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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 *Filling in the postal code will auto populate the Mukim and Village field.*
Mukim	Kuala Belait
Village	Kg Mumong A
District	Belait

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

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

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.

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

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The **Owner Details** section will appear.

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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 *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
Residential Address	Address	54, SPG 64, Jalan Indera Jaya, STKRJ
	Postal Code	KA1531 *Filling in the postal code will auto populate the Mukim and Village field.*
	Mukim	Kuala Belait
	Village	Kg Mumong A
	District	Belait
Occupation		Self-Employed
Telephone	Country Code	+673
	Number	8600697
Email		muhd.ashraf@gmail.com

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13. Click on the **Add Owner** button to add owner.

Add	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?

Yes   No

Click on the **Yes** button to proceed.

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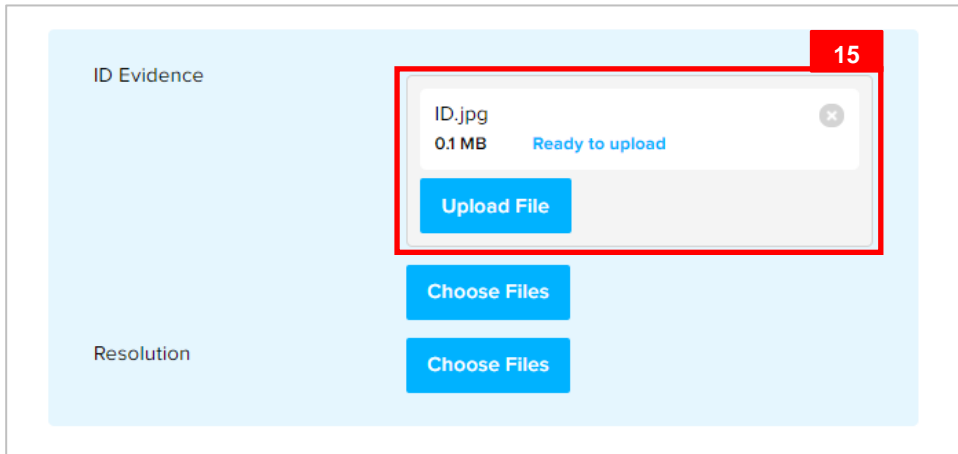The added owner will be displayed on the right side of the page.

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

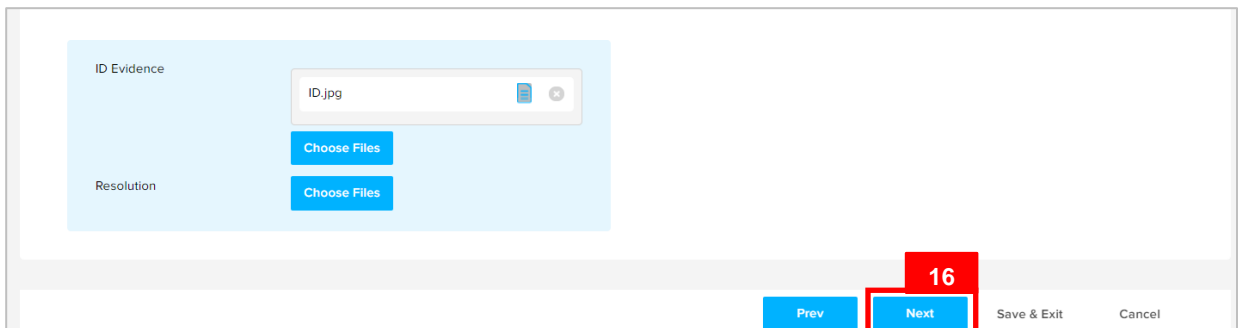Click on the **Choose Files** button to select ID document.

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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.

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The **Review** section will appear.

17. Click on the individual sections to view the separate sections or click on the
    Expand All button to view all the sections.

    Click on the Edit button edit the specific sections.

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

19. Click on the * 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.

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The **Payment** page will appear.

Payments

Application ID : CRS2009172

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:

- 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.

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<u>Payment Method – Credit Card</u>

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.*

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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 ⑤ |

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.

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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.

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The OCP dashboard page will appear.

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.

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After **payment** has been made:

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.

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

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

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

Registration of Business Name Tuition School

كمنترين كواڠن دان 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

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

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Also attached in the email will be the **Certificate of Registration** and **Business Name Extract.**
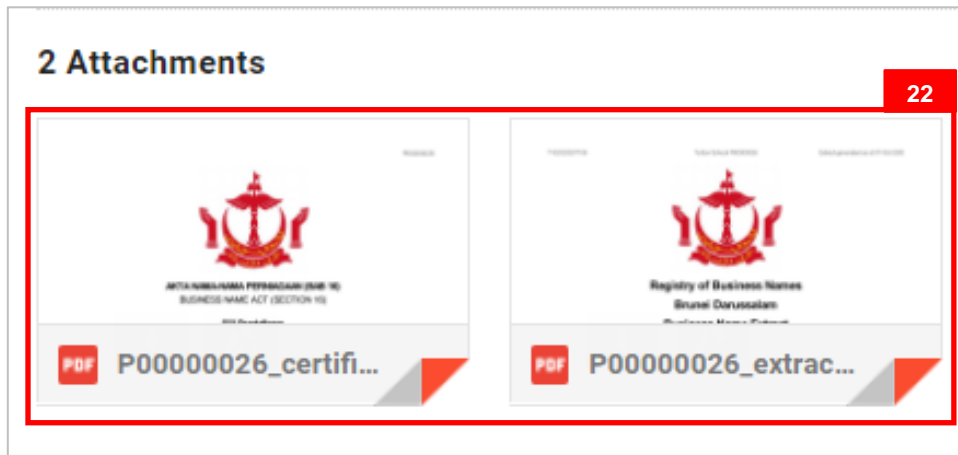
22. Click on the attachments to view the documents.

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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
REGISTAR 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.

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The **Business Name Extract.**

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	:	
Nationality	:	Brunei Darussalam
Identification Document	:	IC-Yellow
Identification Document Number	:	
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

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After **approval** has been made:

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 .