



ONE•COMMON•PORTAL

User Guide

Returned Business Name

OCP - Returned Business Name

PURPOSE

This user guide acts as a reference for applicants whose application to register a business was returned 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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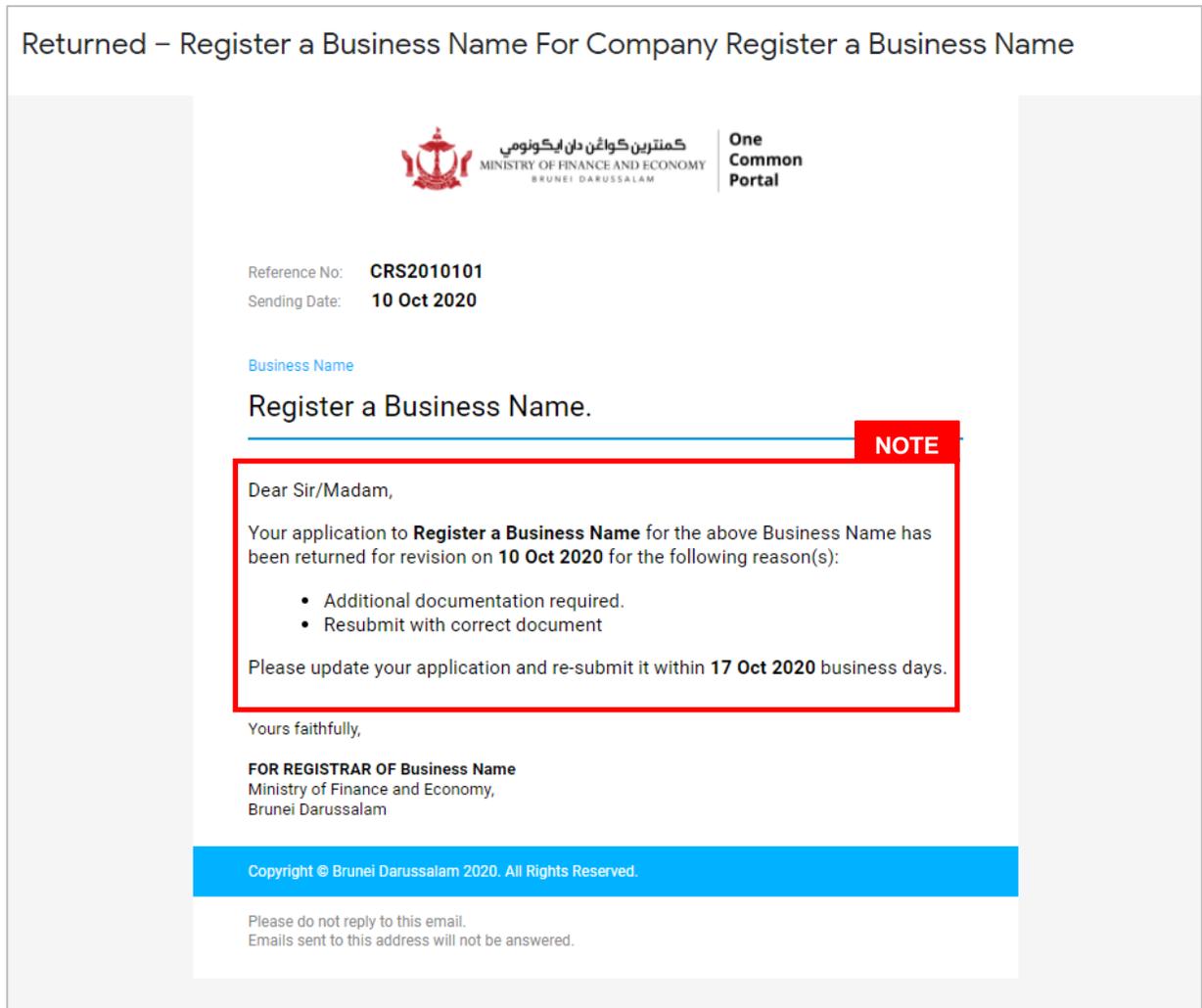
OCP – Returned Business Name

RETURNED BUSINESS NAME	Applicant
	Online User

Applicant will receive an email notification if their application has been returned.

Log in to your email and open the e-mail **Returned – Registration For Business Name** in your inbox.

Returned – Register a Business Name For Company Register a Business Name



The screenshot shows an email notification from the Ministry of Finance and Economy, Brunei Darussalam. The email is titled "Returned – Register a Business Name For Company Register a Business Name". It includes the following information:

- Reference No: **CRS2010101**
- Sending Date: **10 Oct 2020**
- Business Name: [Business Name](#)
- Subject: **Register a Business Name.**
- A red box highlights the following text:

NOTE

Dear Sir/Madam,

Your application to **Register a Business Name** for the above Business Name has been returned for revision on **10 Oct 2020** for the following reason(s):

 - Additional documentation required.
 - Resubmit with correct document

Please update your application and re-submit it within **17 Oct 2020** business days.
- Yours faithfully,
- FOR REGISTRAR OF Business Name**
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.

Note:

- The email will detail:
 - When the application was returned.
 - The reason(s) why the application was returned.
 - The next action(s) for the applicant.
 - The due date for the re-submission of the application.

OCP – Returned Business Name

Navigate to the OCP dashboard. Returned applications will be displayed in the **Unfinished Businesses** section.

The screenshot shows the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and 'One Common Portal V 0.4.0 Alpha'. A navigation sidebar on the left includes options like Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, and Help. The main content area is titled 'My Entities' and contains a table of entities. Below this, there are three sections: 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Unfinished Businesses' section features a card for 'Station 101' with a 'Returned' status and a progress bar showing '05 Days Remaining' out of '14 Days'. Below the card is a table of unfinished businesses, which is highlighted with a red border. A red 'NOTE' badge is positioned above the table, and a red box with the number '1' is next to the first row of the table. The table has columns for Application Date, Application No., Entity Name, Description, and Status. The first row is: 10-Oct-2020, CRS2010101, Station 101, Register a Business Name, Returned. Other rows include Auto Car Was (Returned) and School (Draft). A 'View All' button is located at the bottom of the table.

Note: The **Unfinished Businesses** section will display the work items that are pending review / pending payment / returned / draft.

1. Click on a work item with the description **Register a Business Name** and status **Returned**.

	To expand the list.
	To display the work items in a list.
	To display the work items in a grid.

OCP – Returned Business Name

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

Register a Business Name

3

Important Information

General Details Address Details Owner Details Review

Important Information

Dear Sir / Madam,

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:

a) A business name is required to renew its registration before the expiry of the renewal period.

b) Any individual who runs a business is required to keep and maintain records of every transaction carried out in respect of the business for a period of at least five years from the date of transaction under the Record Keeping (Business) Order, 2015.

2

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

Next Save & Exit Cancel

2. 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.

3. Update the application as per the reason(s) detailed in the notification email.

For this example, click on the section.

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The **Owner Details** section will appear.

Register a Business Name

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

Owner Details

Owner Type * Individual

Identification Document * [Dropdown]

Identification Document Number * [Text]

Date of Birth * DD-MMM-YYYY [Calendar]

Full Name * [Text]

Nationality * [Dropdown]

Gender * Male Female

Residential Address

Address * [Text]

Postal Code * [Text]

Mukim * [Text]

Village * [Text]

District * [Dropdown]

Country * Brunei Darussalam

Occupation * [Dropdown]

Telephone * Country * Number * [Text]

Add

Email * [Text]

Add Owner clear

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

Edit Delete

4

ID Evidence

ID.jpg [Close] [Refresh]

Choose Files

Prev Next Save & Exit Cancel

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

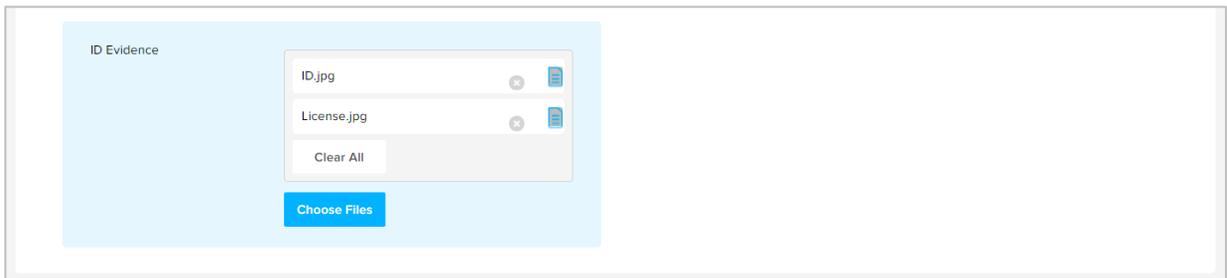
Click on the **Choose Files** button to upload additional ID document.

OCP – Returned Business Name



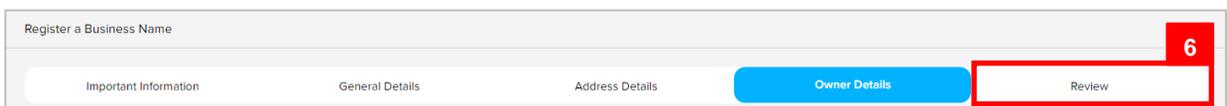
5. Click on the **Upload File** button to upload the file.

The file will be uploaded.



	To download the uploaded file.
	To delete the uploaded file.
Clear All	To delete all uploaded additional file.
Choose Files	To upload additional file.

If all the required updates have been done, proceed to the **Review** section.



6. Click on the **Review** section.

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The **Review** section will appear.

Register a Business Name

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

7 Review Expand All

General Details Edit

Address Details Edit

Owner Details Edit

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

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 notice 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 can direct the business to change its name.

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

10 Prev Save & Exit Cancel Submit

7. 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.
8. 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.
9. 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**.
10. Click on the Submit button.

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You will be directed to the OCP dashboard page.

My Entities

Registration No	Name	User Role	Status
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 07-Oct-2020
Application No: **CRS20100720**
Tuition School

Approved 25-Sep-2020
Application No: **CRS2009251**
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

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
12-Oct-2020	CRS2010121	Station 103	Register a Business Name	Draft
10-Oct-2020	CRS2010101	Station 101	Register a Business Name	Pending Review
22-Sep-2020	CRS2009228	Auto Car Was	Register a Business Name	Returned

[View All](#)

Note:

- The application Register a Business Name will be displayed under the **Unfinished Business** section
- The status icon will become **Pending Review**.
- This indicates that the application submitted for review/approval to ROCBN.
- Submitting a returned application does not require additional payment.