



ONE•COMMON•PORTAL

User Guide
Increase Share Capital

OCP – Increase Share Capital

PURPOSE

This user guide acts as a reference for Increasing Share Capital of a Company 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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INCREASE SHARE CAPITAL	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 OCP logo. The user's name, Muhammad Ashraf, is displayed in the top right corner. The main content area is divided into several sections. The 'My Entities' section is highlighted with a red box, and the 'My Entities' icon in the sidebar is also highlighted. The 'My Entities' table lists three entities: 'Abd Events', 'Tuition School', and 'Steamboat Chronicles'. The 'Steamboat Chronicles' row is highlighted with a red box. A red '1' is placed next to the 'Registered' status of 'Steamboat Chronicles'. Below the table are sections for 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'.

Registration No	Name	User Role	Status
P0000027	Abd Events	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	Registered
P0000025	Steamboat Chronicles	BusinessOwner	Registered

Registered company will be displayed under the **My Entities** section or by clicking on

the  icon.

1. Click on a registered **Company Name**.

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

The screenshot shows the 'General Details' page for a company. The page is titled 'Company' and has a navigation menu on the left with 'General Details' selected. The main content area is divided into three sections: 'Others', 'Maintain Company', and 'Company Status'. The 'Registry' tab is highlighted in the top right corner. The 'Increase Share Capital' option is highlighted in a red box within the 'Maintain Company' section.

2. Click on the **Registry** **Increase Share Capital** tab.

Note:

- The company must be a local (Public or Private) company.
- The company has a status of 'Registered'.

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The **Increase Share Capital** page will be displayed.

The screenshot shows the 'Increase Share Capital' form. A red box labeled '3' highlights the top section containing the company name 'New Company Name 4 Sdn Bhd' and the registration number 'RC00000009'. Below this, the 'Current Share Capital' is set to 25000, and the 'Issued Share Capital' is set to 30000. The 'Resolution Date' is set to 07-Nov-2020. A second red box labeled '4' highlights the 'Documents to be uploaded' section, which includes 'Resolution' and 'Supporting Documents', each with a 'Choose Files' button. A third red box labeled '5' highlights the 'Submit' button at the bottom right of the form.

3. Update the **Increase Share Capital** page as per the example below.

Field	Example
Issued Share Capital	30000
Resolution Date	<i>Today's date</i>

4. Click on the **Choose Files** button to upload the required documents.
5. Click on the **Submit** button.

The Payment page will appear.

- For payment via credit card, refer to User Guide – Payment.
- For payment over the counter, take note of the Application ID and total payment and visit the ROCBN counter to make the payment.
- After payment is made, application will be submitted to ROCBN for review / approval.
- After approval, **Share Capital** details will be updated.