



ONE•COMMON•PORTAL

User Guide
Application to Strike Off a Company

OCP – Application to Strike Off Company

PURPOSE

This user guide acts as a reference for Application to Strike Off 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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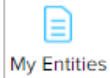
APPLICATION TO STRIKE OFF COMPANY	Applicant
	Online User

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:

- My Entities:** A table listing registered entities. The table has columns for Registration No, Name, User Role, and Status. The 'Steamboat Chronicles' row is highlighted with a red box, and a red '1' is next to its 'Registered' status button.
- Unfinished Businesses:** A section showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing approved and rejected applications for 'Abd Events' and 'Steamboat Chronicles'.
- Correspondence Details:** A section showing payment and penalty information for 'Super Kids Toys' and 'ABC Computer Services'.

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 displays the 'General Details' page for a company. On the left, a navigation menu includes 'General Details' (highlighted in blue), 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Filings'. The main content area is titled 'General Details' and 'Company'. It features a 'Company Status' section with 'Incorporated' and 'AGM Due D'. The 'Others' section contains 'Search Payment', 'Request Certificate', and 'Request Extract'. The 'Maintain Company' section lists various actions, with 'Application to Strike Off Company' highlighted by a red box. A red box with the number '2' is positioned in the top right corner, above the 'Registry' tab in the 'Actions' menu.

2. Click on the **Registry** **Application to Strike Off Company** tab.

Note:

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

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The **Application for striking off** page will be displayed.

Application for striking off

Company Name 012 Sdn Bhd RC00000027 3

I declare that I am *

A shareholder authorized by special resolution of the company to make this application
 A director authorized by the board of the company to make this application
 A person required or permitted by the constitution to make this application

Cessation Date * 07-Nov-2020 4

Documents to be uploaded

Cessation Form * Choose Files

Supporting Documents Choose Files

Submit 5 Cancel

3. Enter the details for **Application for striking off** page as per the example below.

Field	Example
I declare that I am	A shareholder authorized by special resolution of the company to make this application
Cessation 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, entity status will be updated to **Undergoing strike off**.
- At a later point in time, after the cessation date, then ROCBN staff will update the entity status to **Struck Off**.