



ONE•COMMON•PORTAL

User Guide
Withdrawal of Striking Off
Application

OCP – Withdrawal of Striking Off Application

PURPOSE

This user guide acts as a reference for the Withdrawal of Striking Off Application 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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WITHDRAWAL OF STRIKING OFF APPLICATION	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 entity 'Steamboat Chronicles' (Registration No: P0000025) is highlighted with a red box. A red box also highlights the 'My Entities' icon in the left sidebar.
- 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 'Company' and is divided into three sections: 'Company Status' (with 'Incorporation' and 'AGM Due Date' icons), 'Others' (with 'Search Payment', 'Request Certificate', and 'Request Extract' buttons), and 'Maintain Company' (with a list of actions including 'Annual Return', 'Lodge General Form of Application to the Register', 'Change of Company Name', 'Update Memorandum & Articles of Association Details', 'Update Address Details', 'Update Shareholder Details', 'Update Director Details', 'Update Director Structure', 'Update Register of Controllers', 'Increase Share Capital', 'Allotment of Shares', 'Transfer Of Shares', 'Application to Strike Off Company', 'Lodgement for Voluntary Winding Up', 'Lodgement for Creditors Winding Up', 'Lodgement for Involuntary Winding Up (Court Order)', and 'Withdrawal of Striking Off Application'). The 'Registry' tab is highlighted in the top right corner, and the 'Withdrawal of Striking Off Application' option is highlighted with a red box.

2. Click on the **Registry** **Withdrawal of Striking Off Application** tab.

Note:

- The entity must be a Company.
- The Company has a status of 'Undergoing Striking Off'.

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The **Withdrawal of Striking Off Application** page will be displayed.

Withdrawal of Striking Off Application

Company Name 012 Sdn Bhd **RC00000027**

The directors hereby withdraw the application in which it was requested that this company be struck off the Register.

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Documents to be uploaded

Supporting Documents *

Choose Files

4

Submit Cancel

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.