

User Guide Lodgement for Involuntary Winding Up

PURPOSE

This user guide acts as a reference for **Lodgement for Involuntary Winding Up** 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

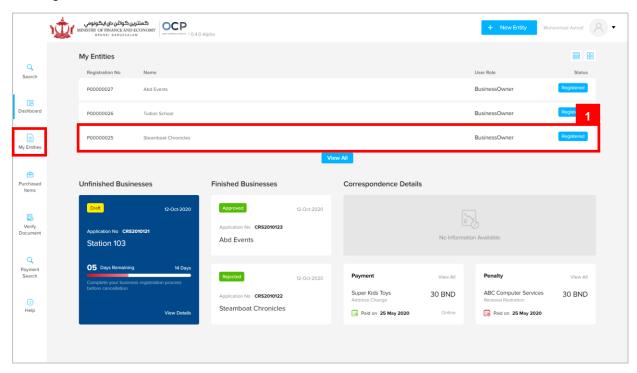
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LODGEMENT FOR INVOLUNTARY WINDING UP (COURT ORDER)

Applicant
Online User

Navigate to the OCP dashboard.

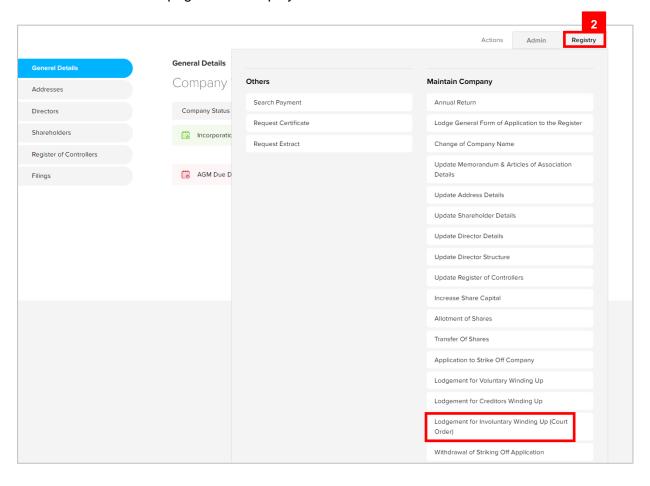


Registered company will be displayed under the My Entities section or by clicking on

the My Entities icon.

1. Click on a registered Company Name.

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

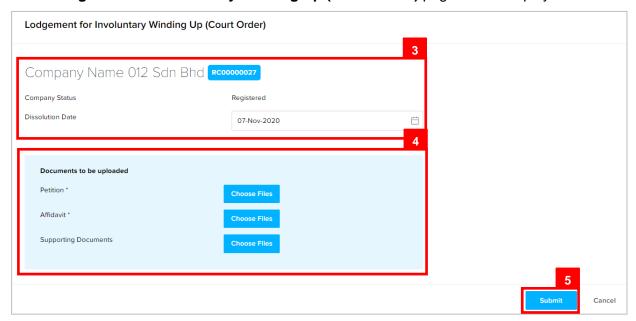


2. Click on the Registry Lodgement for Involuntary Winding Up (Court Order) tab.

Note:

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

The Lodgement for Involuntary Winding Up (Court Order) page will be displayed.



Enter the details for Lodgement for Involuntary Winding Up (Court Order) page as per the example below.



- 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.