



ONE•COMMON•PORTAL

User Guide
Lodgement for Voluntary
Winding Up

OCP – Lodgement of Voluntary Winding Up

PURPOSE

This user guide acts as a reference for **Lodgement of Voluntary 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 VOLUNTARY WINDING UP	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. On the left, there is a sidebar with navigation icons for Search, Dashboard, My Entities, Purchased Items, Verify Document, Payment Search, and Help. The 'My Entities' icon is highlighted with a red box. The 'My Entities' section displays a table with the following data:

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

The 'Steamboat Chronicles' row is highlighted with a red box. A red box with the number '1' is placed over the 'Registered' status button for 'Steamboat Chronicles'. Below the table, there is a 'View All' button. The dashboard also features sections for 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Unfinished Businesses' section shows a draft for 'Station 103' with 05 days remaining. The 'Finished Businesses' section shows an approved application for 'Abd Events' and a rejected application for 'Steamboat Chronicles'. The 'Correspondence Details' section shows 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 sidebar contains navigation options: 'General Details' (highlighted in blue), 'Addresses', 'Directors', 'Shareholders', 'Register of Controllers', and 'Filings'. The main content area is titled 'General Details' and includes a 'Company' header. Below this, there are sections for 'Company Status' (with 'Incorporated' and 'AGM Due D' indicators) and 'Others' (with 'Search Payment', 'Request Certificate', and 'Request Extract' buttons). The 'Maintain Company' section on the right lists various actions, with 'Lodgement for Voluntary Winding Up' highlighted by a red box. A red box with the number '2' is positioned above the 'Registry' tab in the top right corner.

2. Click on the **Registry** **Lodgement for Voluntary Winding Up** 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 **Lodgement for Voluntary Winding Up** page will be displayed.

Lodgement for Voluntary Winding Up

Company Name 012 Sdn Bhd RC00000005

Company Status Registered

Dissolution Date 07-Nov-2020

Documents to be uploaded

Special Resolution * Choose Files

Application to Wind Up * Choose Files

Appointment of Liquidators * Choose Files

Gazette Advert * Choose Files

Supporting Documents Choose Files

Submit Cancel

3. Enter the details for **Lodgement for Voluntary Winding Up** page as per the example below.

Field	Example
Dissolution Date	Today's date

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 Dissolution (Voluntary)'**.