



ONE•COMMON•PORTAL

User Guide

Payments

OCP - Payments

PURPOSE

This user guide acts as a reference for **Applicants** making payment either via Credit Card or over the counter

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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OCP - Payments

PAYMENT VIA CREDIT CARD	Applicant
	Online User

Note:

- After submitting any application submission, user will automatically be led to the **Payment** page.
- Users can also make payment for any unpaid application (Status: *Pending Payment*) under the **Unfinished Businesses** section from the OCP dashboard page.
- The **Pending Payment** button indicates that the application is currently pending payment.

The screenshot shows the OCP dashboard with the following sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. A 'View All' button is present.
- Unfinished Businesses:** A section with a 'View All' button and a 'Correspondence Details' area showing 'No Information Available'.
- Payment and Penalty Cards:** Two cards showing payment details. The 'Payment' card for 'Super Kids Toys' (Address Change) shows a payment of 30 BND on 25 May 2020. The 'Penalty' card for 'ABC Computer Services' (Renewal Restriction) shows a penalty of 30 BND on 25 May 2020.
- Unfinished Businesses Table:** A table with columns for Application Date, Application No., Entity Name, Description, and Status. A red box highlights the 'Status' column, which contains a 'Pending Payment' button. A red '1' is placed above the button.
- Finished Businesses:** A section with a 'View All' button.

NOTE

1. Click on the **Pending Payment** button to proceed to the **Payment** page.

OCP - Payments

The **Payments** page will appear.

Payments

Application ID : CRS20091512

Tuition School
Business Name - Register a Business Name

Register a Business Name BND 30.00

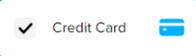
Total Amount BND 30.00

Payment Method

Credit Card 

Pay over the counter 

Proceed

2. Click on the  checkbox to select **Payment Method : Credit Card**.

3. Click on the  button.

OCP - Payments

The **Payment Gateway** page will appear.

Item	Value
Merchant Name	ROCBN
Amount(BND)	\$30.00
Reference	CRS20091512

Credit Card Details

Credit Card Number:

Expiry Date: /

CVV Number:

Accepted Cards

VISA, MasterCard

[Next](#)

[Cancel & Return to Merchant](#)

The card payment transactions done through this website are secured using Secure Socket Layer (SSL) and 3D-Secure technology.

PCI DSS COMPLIANT, PCI Compliant Control Case, Click to Validate, Powered by Card Access Services

Note: The details for the payment will be shown here.

3. Enter the details for **Credit Card Details** section as per the example below.

Field	Example
Credit Card Number	4111 1111 1111 1111
Expiry Date	01/2025
CVV Number	123

4. Click on the [Next](#) button.

Cancel & Return to Merchant	To cancel the payment process and return to the OCP Payment page.
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جباتن بليا دان سوكن

NEGARA BRUNEI DARUSSALAM

Confirm Payment

NOTE

Payment Summary	
Total Sales Amount(BND)	\$30.00
Card Number	411111XXXXXX1111
Expiry (MM/YY)	01/25
CVV	123
Reference	CRS20091512

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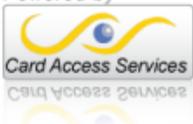
[Cancel & Return to Previous Page](#)

 Please DO NOT use the BACK or REFRESH buttons whilst transaction in progress



> Click to Validate

Powered by



Card Access Services

Note: The payment summary will be shown here.

5. Click on the button.

[Cancel & Return to Previous Page](#)

To return to the previous page and update the credit card details

OCP - Payments

There will be a message, indicating that payment transaction has been approved.

جباتن بليا دان سوكن
NEGARA BRUNEI DARUSSALAM

Payment Result

✔ Your Transaction was Approved!

NOTE

Please note the following for your records:

Amount(BND)	\$30.00
Card Number	411111XXXXXX1111
Bank Response Code	00
Receipt No.	10253847

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[Return to Merchant Site](#)

Powered by
Card Access Services

Note: The payment details will be shown here.

6. Click on the [Return to Merchant Site](#) button to return to the OCP **Payments** page.

OCP - Payments

There will be a message, indicating that the application has been paid and has been sent for review.

 You have successfully completed the application and it is now being sent for review.

Application ID : CRS20091512

Tuition School
Business Name - Register a Business Name

Register a Business Name BND 30.00

Total Amount BND 30.00

Payment Receipt :
[Download Receipt](#)

Please take note your application will be reviewed during our working hours from
Monday to Thursday & Saturday, 8:00AM – 3:30PM.

Any applications submitted after working hours will be reviewed and processed the next working day.

[Back to Main Page](#)

7. Click on the [Download Receipt](#) button to download the payment receipt.

8. Click on the [Back to Main Page](#) button to return to the OCP dashboard page.

OCP - Payments

The dashboard page will appear.

My Entities

Registration No	Name	User Role	Status
View All			

Unfinished Businesses

Finished Businesses

Correspondence Details

No Information Available

Payment [View All](#)

Super Kids Toys
Address Change
30 BND
Paid on 25 May 2020 Online

Penalty [View All](#)

ABC Computer Services
Renewal Restriction
30 BND
Paid on 25 May 2020

NOTE

Unfinished Businesses

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	CRS20091512	Tuition School	Register a Business Name	Pending Review

[View All](#)

Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
View All				

Note:

- After payment has been made, the icon will become **Pending Review** .
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

OCP - Payments

PAYMENT OVER THE COUNTER	Applicant
	Online User

Note:

- After submitting any application submission, user will automatically be led to the **Payment** page.
- Users can also make payment for any unpaid application (Status: *Pending Payment*) under the **Unfinished Businesses** section from the OCP dashboard page.
- The **Pending Payment** button indicates that the application is currently pending payment.

The screenshot shows the 'My Entities' dashboard. At the top, there are tabs for 'Unfinished Businesses', 'Finished Businesses', and 'Correspondence Details'. The 'Unfinished Businesses' section contains a table with the following data:

Application Date	Application No.	Entity Name	Description	Status
15-Sep-2020	CRS20091512	Tuition School	Register a Business Name	Pending Payment

A red box highlights the 'Pending Payment' button in the 'Status' column of the table. A red 'NOTE' box with the number '1' is positioned above the button. Below the table is a 'View All' button. The 'Finished Businesses' section below it also has a 'View All' button.

1. Click on the **Pending Payment** button to proceed to the **Payment** page.

OCP - Payments

The **Payments** page will appear.

Payments

Application ID : CRS20091512

Tuition School
Business Name - Register a Business Name

Register a Business Name BND 30.00

Total Amount BND 30.00

Payment Method

Credit Card 

Pay over the counter 

2. Click on the **Pay over the counter** checkbox

3. Click on the  button.

Note: Take note of your Application ID, amount due and proceed to ROCBN Counter at the Ministry of Finance & Economy building to make payment.