



ONE•COMMON•PORTAL

User Guide

Viewing Approved Business Name

OCP – Viewing Approved Business Name

PURPOSE

This user guide acts as a reference for applicants who wish to view their approved business name 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

Table of Content

Topics	Page
Viewing An Approved Business Name	4

OCP – Viewing Approved Business Name

VIEWING AN APPROVED BUSINESS NAME	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 text 'One Common Portal V.Q.4.0 Alpha'. The user profile 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. The table contains three rows:

Registration No	Name	User Role	Status
P00000027	Abd Events	BusinessOwner	Registered
P00000026	Tuition School	BusinessOwner	Registered
P00000025	Steamboat Chronicles	BusinessOwner	Registered
- Unfinished Businesses:** A card for 'Station 103' with application number CRS2010121, showing 05 days remaining.
- Finished Businesses:** A card for 'Abd Events' with application number CRS2010123, showing an 'Approved' status.
- Correspondence Details:** A section with 'No Information Available' and a 'Payment' card for 'Super Kids Toys' with a 30 BND amount.

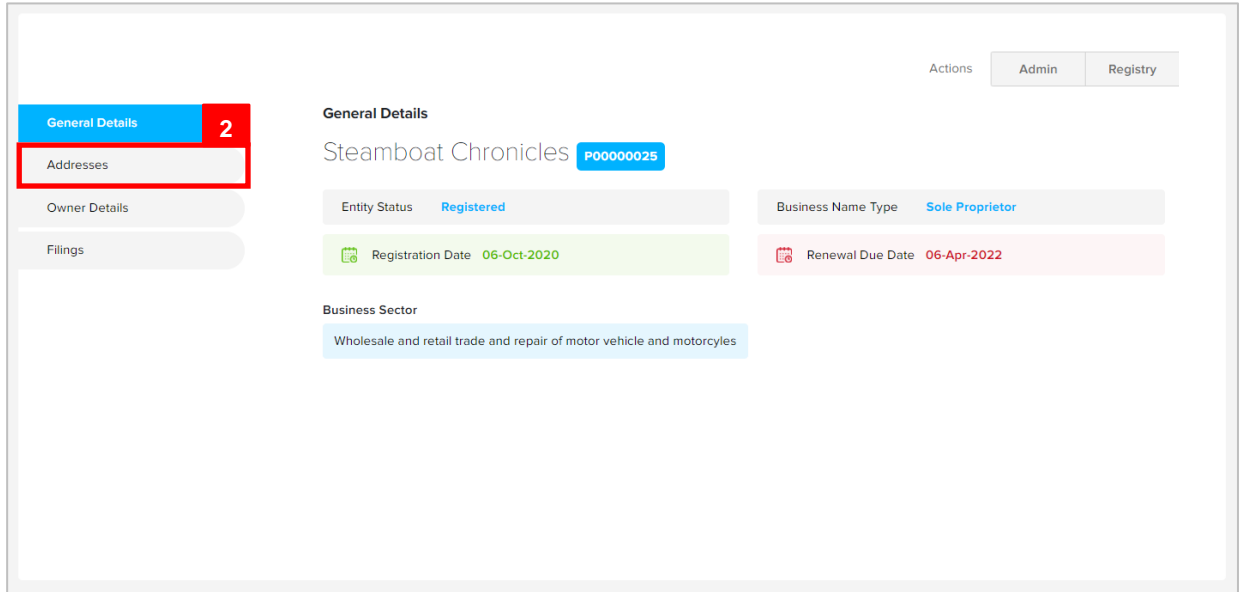
Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon.

1. Click on a registered **Business Name**

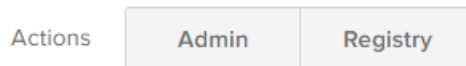
OCP – Viewing Approved Business Name

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



Note: The **General Details** page will display the following information –

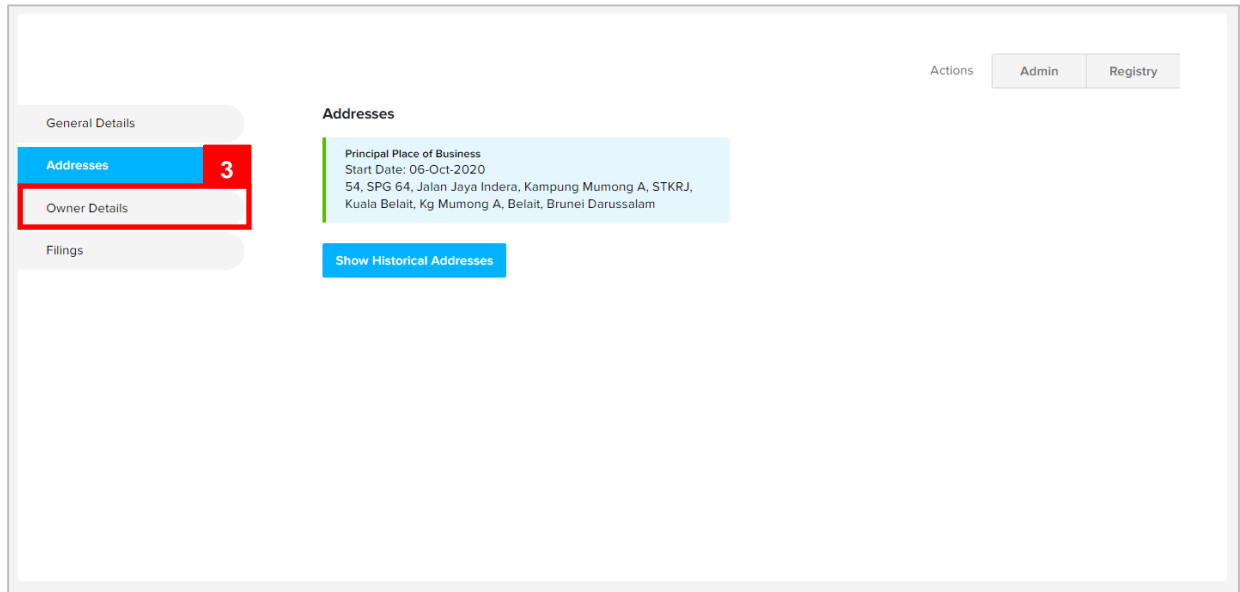
- Business Number
- Business Name
- Entity Status
- Business Name
- Registration Date
- Renewal Due Date
- Business Sector



2. Click on the **Addresses** section.

OCP – Viewing Approved Business Name

The **Addresses** page will be displayed.



Actions Admin Registry

General Details

Addresses 3

Owner Details

Filings

Addresses

Principal Place of Business
Start Date: 06-Oct-2020
54, SPG 64, Jalan Jaya Indera, Kampung Mumong A, STKRJ,
Kuala Belait, Kg Mumong A, Belait, Brunei Darussalam

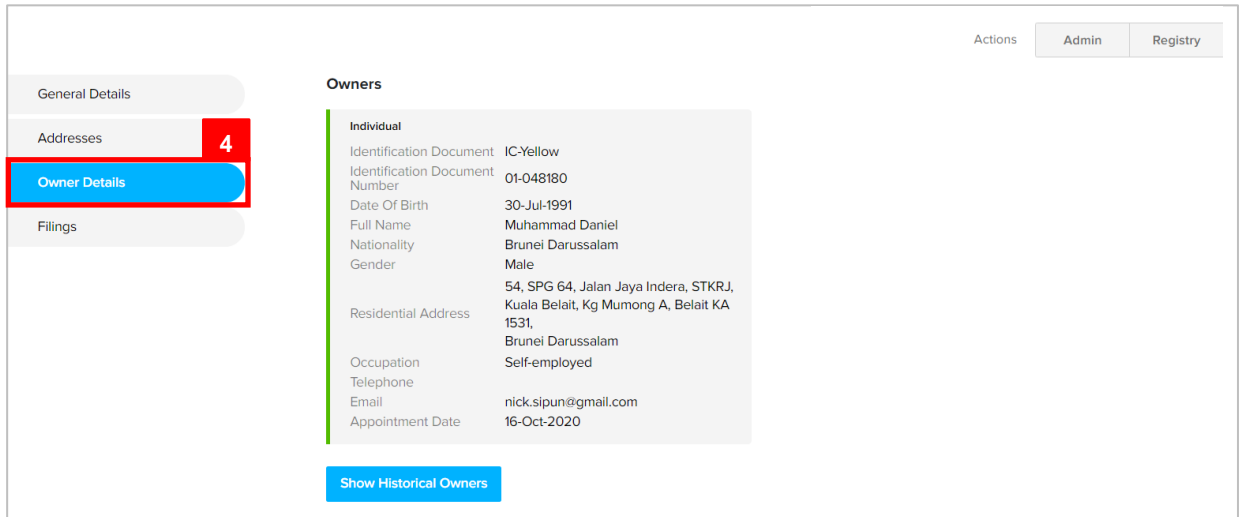
Show Historical Addresses

Note: The **Addresses** page will display the following information –

- Principal Place of Business
 - Secondary Place of Business (if available)
 - Click on the **Show Historical Addresses** button to display historical addresses (if available).
3. Click on the **Owner Details** section.

OCP – Viewing Approved Business Name

The **Owners** page will be displayed.



The screenshot shows a web interface for viewing business details. On the left is a sidebar with navigation options: 'General Details', 'Addresses', 'Owner Details' (highlighted in blue with a red box and a red '4' in the top right corner), and 'Filings'. On the right, the 'Owners' section displays information for an individual owner. At the top right of the main content area are 'Actions' buttons for 'Admin' and 'Registry'. At the bottom of the 'Owners' section is a blue button labeled 'Show Historical Owners'.

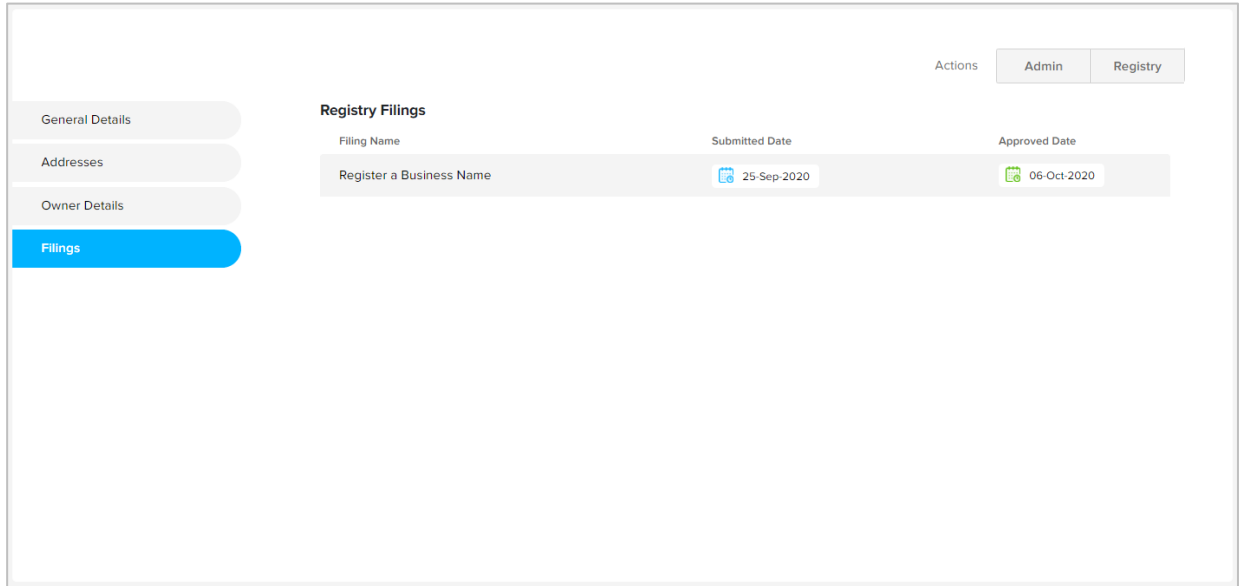
Individual	
Identification Document	IC-Yellow
Identification Document Number	01-048180
Date Of Birth	30-Jul-1991
Full Name	Muhammad Daniel
Nationality	Brunei Darussalam
Gender	Male
Residential Address	54, SPG 64, Jalan Jaya Indera, STKRJ, Kuala Belait, Kg Mumong A, Belait KA 1531, Brunei Darussalam
Occupation	Self-employed
Telephone	
Email	nick.sipun@gmail.com
Appointment Date	16-Oct-2020

Note:

- The **Owners** page will display the information of the current owner (Individual / Registered Company / Limited Liability Partnership / Other Incorporated Entity)
 - Click on the **Show Historical Owners** button to display historical owners (if available).
4. Click on the **Filings** section.

OCP – Viewing Approved Business Name

The **Registry Filings** page will be displayed.



The screenshot displays the 'Registry Filings' page. On the left, there is a navigation menu with options: 'General Details', 'Addresses', 'Owner Details', and 'Filings' (which is highlighted in blue). The main content area is titled 'Registry Filings' and contains a table with the following columns: 'Filing Name', 'Submitted Date', and 'Approved Date'. The table has one row with the following data: 'Register a Business Name', '25-Sep-2020', and '06-Oct-2020'. In the top right corner, there are 'Actions' buttons for 'Admin' and 'Registry'.

Filing Name	Submitted Date	Approved Date
Register a Business Name	25-Sep-2020	06-Oct-2020

Note:

- The **Registry Filings** page will display the list of applications that have been submitted and paid –
 - Registration of Business Names.
 - Change Business Name Details.
 - Cease a Business Name.
 - Renew a Business Name .
 - Lodgement of Documents
- Click on the individual application to view the filing details.