



ONE•COMMON•PORTAL

**User Guide**  
**Search Payment**

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## OCP – Payment Search

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### PURPOSE

This user guide acts as a reference for **searching payments** 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](mailto:info.rocbn@mofe.gov.bn)

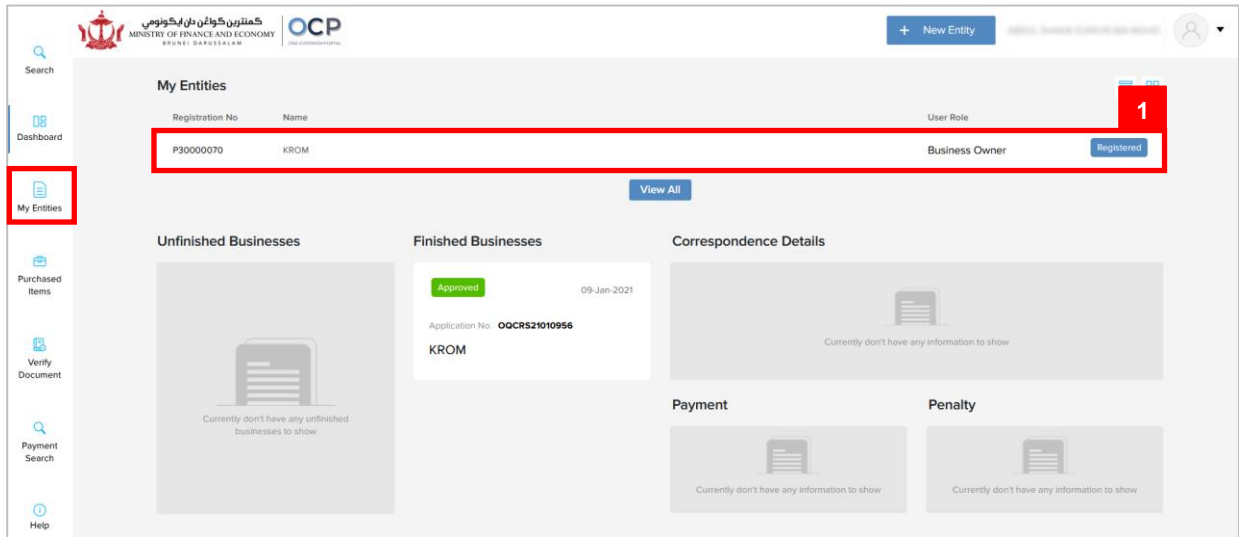
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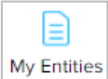
# OCP – Payment Search

PAYMENT SEARCH	Applicant
	Online User

Navigate to the OCP dashboard.

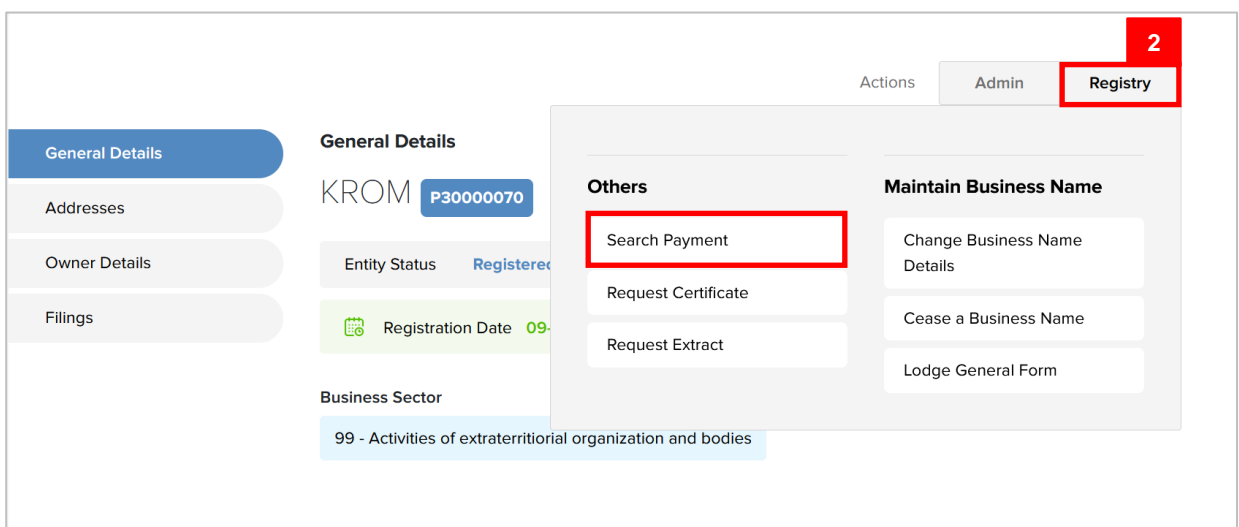


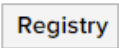

Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon .

1. Click on a registered **Business Name** (Registration name starts with P).

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



2. Click on the  tab and click on 

# OCP – Payment Search

**Payments Search**

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Entity: KROM

Application` Number:

Receipt Number:

Payment Status: Any

Payment Method: Any

Application Type: Any

Payment Date: Any

4 Search Cancel

3. Enter the details for **Payment Search**

4. Click on the  button.

**Search Results**

Receipt Number	Payment Description	Application Type	Application ID	Payment Date	Payment Amount(BND)	Payment Method	Payment Status	Payee
OQRCBL272	KROM	Register a Business Name	OQCRS21010956	09-Jan-2021	30.00	Cash	Paid	Super Admin

5

5. For the search results, the following information are displayed:

- Receipt Number
- Payment Description
- Application Type
- Application ID
- Payment Date
- Payment Amount
- Payment Method
- Payment Status
- Payee

• Users will be able to click on one of the available results to view the payment details.

# OCP – Payment Search

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

KROM **P30000070**

Application ID	OQCRS21010956	Payment Status	Paid
Payment ID	OQRCBL272	Payment Method	Cash
Payment Date	09-Jan-2021	Payment Amount(BND)	30.00
Created By	Super Admin		

Description	Amount(BND)
Register a Business Name	30.00
<b>Total Amount</b>	<b>30.00</b>

**6** [Download Payment Receipt](#) [Back to Search](#)

6. Click on the [Download Payment Receipt](#) to download the receipt

KROM **P30000070**

Application ID	OQCRS21010956	Payment Status	Paid
Payment ID	OQRCBL272	Payment Method	Cash
Payment Date	09-Jan-2021	Payment Amount(BND)	30.00
Created By	Super Admin		

Description	Amount(BND)
Register a Business Name	30.00
<b>Total Amount</b>	<b>30.00</b>

**7** [Download Payment Receipt](#) [Back to Search](#)

Receipt\_OQRCBL272.pdf ^

7. The payment receipt should now be downloaded, double-click to view the extract.

<a href="#">Back to Search</a>	To navigate the user back to the <b>Payment Search (Step 3)</b>
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# OCP – Payment Search

## The Receipt of Payment



### GOVERNMENT OF BRUNEI DARUSSALAM RECEIPT

Receipt Number           OQRCBL272  
Application Number       OQCRS21010956  
Payment Date             09-Jan-2021  
Payer                     [REDACTED]  
Payment Method          Cash  
Revenue Vote             R93012  
Amount Received  
(BND)                     30.00  
Amount Received  
(BND) (in words)        Thirty Dollars Only

Description	Fee
Fee - Register a Business Name	BND 30.00
<b>Total Amount</b>	<b>BND 30.00</b>

This receipt is only valid as proof of payment when payment has been received by Registry of Companies and Business Names, Ministry of Finance and Economy.

Registry of Companies and Business Names, Ministry of Finance and Economy

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Website                 : <http://www.mofe.gov.bn>  
                              : <http://www.ocp.mofe.gov.bn>