



ONE•COMMON•PORTAL

**User Guide**  
**Lodging a General Form**

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## OCP – Lodging a General Form

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### PURPOSE

This user guide acts as a reference for **lodgement of General Form** 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 – Lodging a General Form


<b>LODGE GENERAL FORM</b>	<b>Applicant</b>
	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'. A user profile for 'Muhammad Ashraf' is visible in the top right corner. The main content area is divided into several sections:

- My Entities:** A table listing business entities. The row for 'Tuition School' (Registration No. P00000026) is highlighted with a red box, and its 'Registered' status button has a red '1' next to it.
- Unfinished Businesses:** A card for 'Station 103' (Application No. CRS2010121) with a 'Draft' status and a progress bar showing '05 Days Remaining' out of '14 Days'.
- Finished Businesses:** A card for 'Abd Events' (Application No. CRS2010123) with an 'Approved' status.
- Correspondence Details:** A section with 'No Information Available' and a 'Payment' card for 'Super Kids Toys' (30 BND) and a 'Penalty' card for 'ABC Computer Services' (30 BND).

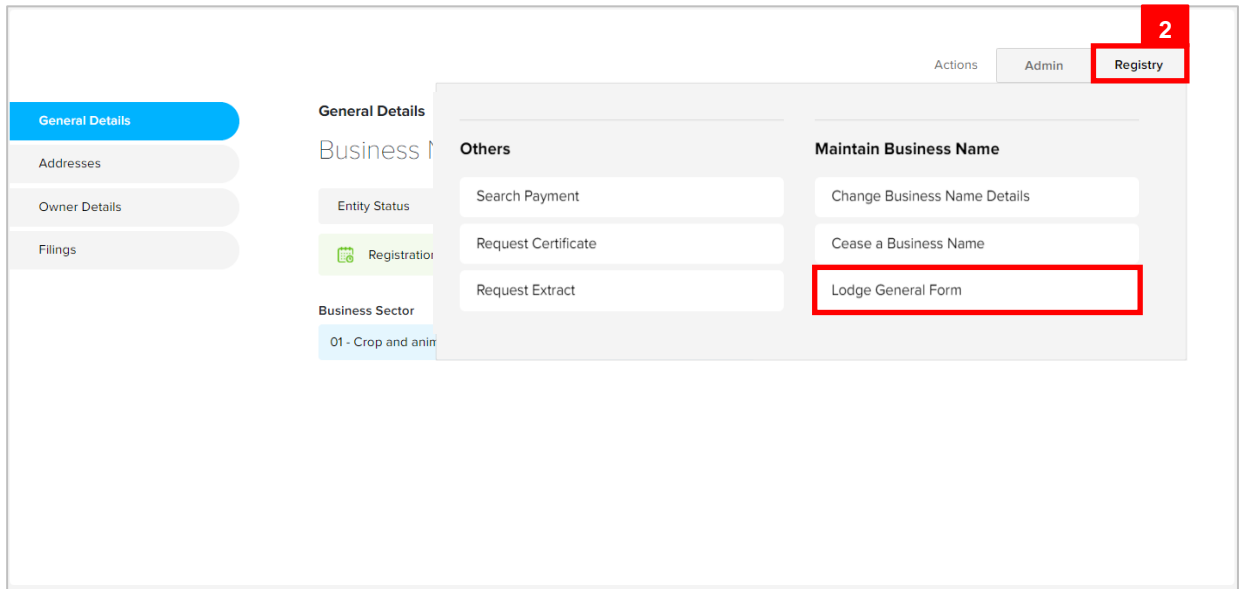
Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon .

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

# OCP – Lodging a General Form

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



2. Click on the **Registry** tab and click on **Lodge General Form** .

## OCP – Lodging a General Form

The **Lodgement of Documents** page will appear.

Lodgement of Documents

Puzzles and Clues **P30000063**

Document Name \* Business Name Registry

Effective Date \* 05-Nov-2020

**Documents to be uploaded**

General Form of Application to the Register \* **Choose Files**

Supporting Documents **Choose Files**

3. Enter the details for **Lodgement of Documents** section as per the example below.

Field	Example
Document Name	Business Name Registry
Effective Date	<i>Today's date will be auto-populated as default.</i> <i>Date must be equal to or after the incorporation date.</i>

4. It is compulsory to upload the **General Form of Application to the Register**.

Click on the **Choose Files** button to upload the document.

# OCP – Lodging a General Form

General Form of Application to the Register \*

Business Name Registry.png  
0.0 MB Ready to upload

Upload File

Choose Files

Supporting Documents

Choose Files

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5. Click on the **Upload File** button to upload the file.

The file will be uploaded.

Lodgement of Documents

Puzzles and Clues **P300000063**

Document Name \* Business Name Registry

Effective Date \* 05-Nov-2020

**Documents to be uploaded**

General Form of Application to the Register \*

Business Name Registry.png

Choose Files

Supporting Documents

Choose Files

**Submit** Cancel

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	To download the uploaded file.
	To delete the uploaded file.
<b>Clear All</b>	To delete all uploaded additional file.
<b>Choose Files</b>	To upload additional file.

6. Click on the **Submit** section.

## OCP – Lodging a General Form

The **Payment** page will appear.

### Payments


Application ID : CRS2011051


**Puzzles and Clues (P300000063)**  
Business Name - Lodge General Form of Application to the Register

**NOTE**

Fee - Lodge General Form of Application to the Register	BND 10.00
<b>Total Amount BND 10.00</b>	

### Payment Method

Credit Card 

Pay over the counter 

**Note:**

- The page will display the application request that user have made, and the payment required for the application request.
- There are two forms of payment method.



# OCP – Lodging a General Form

## Payment Method – Credit Card

**Payments**


Application ID : CRS2011053


**Puzzles and Clues (P300000063)**  
Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register BND 10.00

**Total Amount BND 10.00**

**Payment Method**

Credit Card 

Pay over the counter 

**Proceed**

**Note:**

- For payment via credit card, refer to *User Guide – Payment*.

# OCP – Lodging a General Form

## Payment Method – Pay Over The Counter

**Payments** NOTE

Application ID : CRS2011053

**Puzzles and Clues (P300000063)**  
Business Name - Lodge General Form of Application to the Register

Fee - Lodge General Form of Application to the Register	BND 10.00
<b>Total Amount BND 10.00</b>	

**Payment Method**

Credit Card

Pay over the counter

**You may pay by cash or cheque by going to our counter :-**

**REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION**  
Level 1, Island Block, Ministry of Finance and Economy Building  
Commonwealth Drive, BB3910  
Brunei Darussalam

**Business Hours :**  
Monday to Thursday (8.00am to 11:00am, 2:30pm to 3:30pm) Saturday (8:00am to 11:00am)

Please note the total payment and quote your Application ID e.g. CRSxxxxxx for payment at counter.

7  

Exit

### **Note:**

- For payment over the counter, take note of the **Application ID** and **total payment** and visit the ROCBN counter to make the payment.

7. Click on the 

Exit

 button.

# OCP – Lodging a General Form

The OCP dashboard page will appear.

Unfinished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Pending Review
05-Nov-2020	CRS2011051	Puzzles and Clues	Lodge General Form of Application to the Register	Pending Payment

[View All](#)

**NOTE**

**Note:**

- The unpaid application Renew Business Name will be displayed under the **Unfinished Business** section.
- The **Pending Payment** button indicates that the application is currently pending payment.
- Click on the **Pending Payment** button to go back to the payment page to make payment via credit card (or) visit the ROCBN counter to make payment over the counter.

After **payment** has been made,

Finished Businesses				
Application Date	Application No.	Entity Name	Description	Status
05-Nov-2020	CRS2011053	Puzzles and Clues	Lodge General Form of Application to the Register	Approved
05-Nov-2020	CRS2011052	Puzzles and Clues 123	Register a Business Name	Rejected
21-Oct-2020	CRS20102121	The Lot	Register a Business Name	Approved

[View All](#)

**NOTE**

**Note:**

- After payment has been made, the business name will be displayed under the **Finished Business** section with the status **Approved**.
- **Lodge General Form** requires no approval from ROCBN.

# OCP – Lodging a General Form

After **payment** has been made, applicant will receive an email **Submitted – Lodge General Form of Application**.

Submitted - Lodge General Form of Application to the Register For Puzzles and Clues P300000063



كمتنرين كوافتن دان ايكونومي  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM

One  
Common  
Portal

Reference No: **P300000063**  
Sending Date: **05 Nov 2020**

[Business Names](#)

## Puzzles and Clues.

Dear Sir/Madam,

Title: **Puzzles and Clues**

We refer to your application dated **05 Nov 2020** on the above matter.

Please be informed that your application for **Lodge General Form of Application to the Register for Puzzles and Clues** has been received by the Registry of Business Names and will be duly reviewed.

The Registry of Business Names will inform you of the outcome of the review as soon as possible.

Yours faithfully,

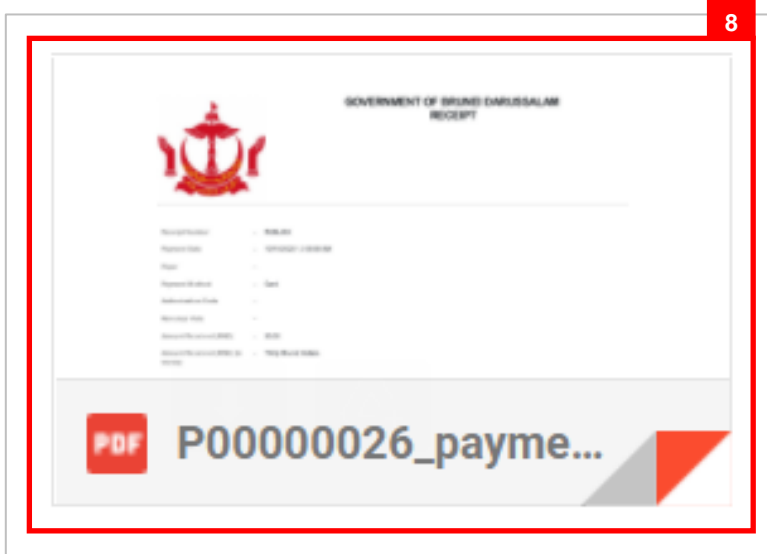
**FOR REGISTRAR OF BUSINESS NAME**  
Ministry of Finance and Economy,  
Brunei Darussalam

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Please do not reply to this email.  
Emails sent to this address will not be answered.

## OCP – Lodging a General Form

Also attached in the email will be the **Receipt of payment.**



8. Click on the attachments to view the document.

**GOVERNMENT OF BRUNEI DARUSSALAM RECEIPT**

Receipt Number: RCBL846  
Application Number: CRS2011053  
Payment Date: 05-Nov-2020  
Payer: Muhammad Daniel  
Payment Method: Card  
Authorization Code  
Revenue Vote: R93012  
Amount Received (BND): 10.00  
Amount Received (BND) (in words): Ten Dollars Only

Description	Fee
Lodge General Form of Application to the Register	BND 10.00
Adjustment Amount	BND 0.00
<b>Total Amount</b>	<b>BND 10.00</b>