

FREQUENTLY ASKED QUESTIONS

Who is eligible to start a sole-proprietorship or a partnership?

Bruneian Citizens or Bruneian Permanent Residents are eligible to register a sole-proprietorship or a partnership.

What is the minimum age for registering a sole-proprietorship or a partnership)

Must be at least 18 of age and they must not be a declared bankrupt.

When I tried register a Business Name, I am required to upload 'Letter of Approval'. What does this requirement mean?

'Letter of Approval' requirement means you may require to upload an approval letter from relevant licensing authorities before registering your business.

For example:

- Tuition School - Ministry of Education;
- Workshops - Land Transport Department;
- Money Exchange/Remittance Company
- Autoriti Monetari Brunei Darussalam;
- Day Care - Ministry of Youth, Culture and Sports.

For more information on licenses / approvals, please visit www.business.gov.bn

BUSINESS HOURS

Monday - Thursday, Saturday

8.00 am — 3.30 pm

C O N T A C T U S

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION

Level 1, Island Block, Ministry of Finance Building

Phone: +673-2380505

Fax: +673-2380503

E-mail: info.rocbn@mof.gov.bn

GUIDE TO REGISTER A BUSINESS NAME

Registry of Business Names
Ministry of Finance
Brunei Darussalam

SOLE
PROPRIETORSHIP &
PARTNERSHIP

Sole
Proprietorship

Partnership

WHAT IS A BUSINESS NAMES (BN)?

A Business Name (BN) is a business entity registered under the Business Names Act (Chapter 92). Business entities that are formed either as a sole-proprietorship or a partnership.

SOLE-PROPRIETORSHIP?

A sole-proprietorship is a business firm owned by one person or one company. There are no partners. The sole-proprietor has absolute say in the running of the business firm.

PARTNERSHIP?

A partnership is a business firm formed by a minimum of two (2) partners. The maximum number of partners allowed is twenty (20) and if there are more than this number, the firm must be registered as a company under the Companies Act (Chapter 39).

NOTE:

Upon successful registration, it does not mean that the Owner(s) can carry out business immediately. Depending on the nature of business, the Owner(s) may be required to apply for written approval or licenses from relevant authorities.

“A business firm can be a **Sole-Proprietorship** or a **Partnership** between two or more partners”



STEP 1 - LOG ON

- Log on to www.roc.gov.bn to register a Business Name

- NOTE: Make sure you have created your own username account



STEP 2 - VALIDATE & INCORPORATE

- Under the Register a Business Name tab:

- Validate the proposed name by clicking the 'VALIDATE NAME' button
- Fill in Online form & upload required documents
- Click Submit



STEP 3 - MAKE PAYMENT

- Make online payment / Pay over the counter with record of the application having reference RN-1XXXXX
- Upon successful payment, an email will be sent to notify that the application is yet to be reviewed.

**It is important not to refresh or click the back button when payment is being processed*



CONGRATULATIONS, YOU ARE REGISTERED WITH ROCBN!

- Once your application to incorporate a Company has been approved, an email will be sent with the Certificate of Registration attached.