

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
CREATING AN ACCOUNT**

Please note that Company and Business Names used within this help guide are for illustrative purposes only. Any similarity to actual Company or Business Names is coincidence.

Should you have any inquiries with regards to the ROCBN system, kindly contact our ROCBN Help Desk at **+673 2380505** or email them at info.rocbn@mof.gov.bn

Registry of Companies and Business Names Operating hours are from:
Monday – Thursday & Saturday, 8.00 am – 3.30 pm.

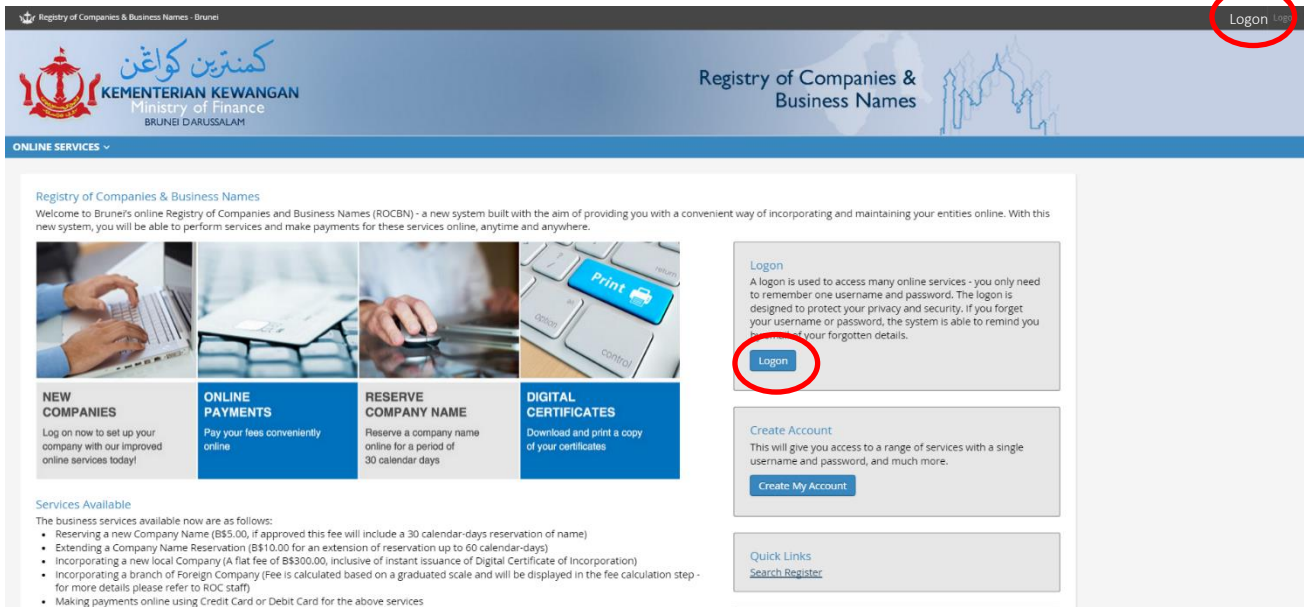
TABLE OF CONTENTS

CREATING AN ACCOUNT	4
RESETTING YOUR PASSWORD.....	7
FORGOT PASSWORD.....	8

CREATING AN ACCOUNT

In order for you to have access to the online services of the ROC System, you will first need to have an account. To create an account:-

1. Go to www.roc.gov.bn.
2. Click on the **Logon/Register** button on the top right of the screen. This will direct you to the logon page.



Registry of Companies & Business Names - Brunei

كمنترين كوانغن
KEMENTERIAN KEWANGAN
Ministry of Finance
BRUNEI DARUSSALAM

Registry of Companies & Business Names

ONLINE SERVICES ▾

Registry of Companies & Business Names
Welcome to Brunei's online Registry of Companies and Business Names (ROCBN) - a new system built with the aim of providing you with a convenient way of incorporating and maintaining your entities online. With this new system, you will be able to perform services and make payments for these services online, anytime and anywhere.

NEW COMPANIES
Log on now to set up your company with our improved online services today!

ONLINE PAYMENTS
Pay your fees conveniently online

RESERVE COMPANY NAME
Reserve a company name online for a period of 30 calendar days

DIGITAL CERTIFICATES
Download and print a copy of your certificates

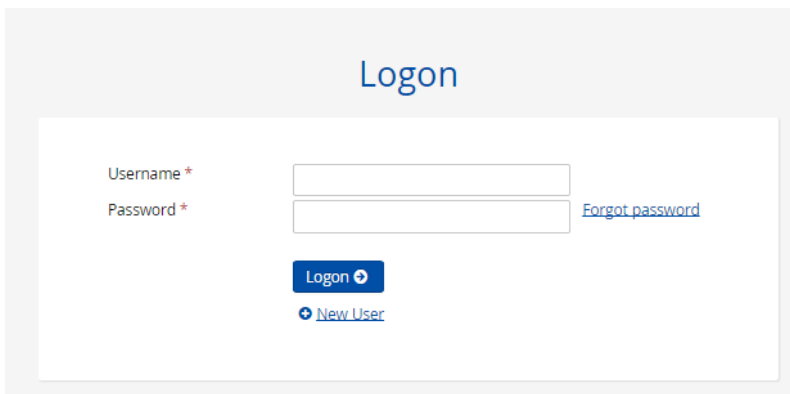
Logon
A logon is used to access many online services - you only need to remember one username and password. The logon is designed to protect your privacy and security. If you forget your username or password, the system is able to remind you of your forgotten details.

Create Account
This will give you access to a range of services with a single username and password, and much more.

Quick Links
[Search Register](#)

Services Available
The business services available now are as follows:
• Reserving a new Company Name (B\$5.00, if approved this fee will include a 30 calendar-days reservation of name)
• Extending a Company Name Reservation (B\$10.00 for an extension of reservation up to 60 calendar-days)
• Incorporating a new local Company (A flat fee of B\$300.00, inclusive of instant issuance of Digital Certificate of Incorporation)
• Incorporating a branch of Foreign Company (Fee is calculated based on a graduated scale and will be displayed in the fee calculation step - for more details please refer to ROC staff)
• Making payments online using Credit Card or Debit Card for the above services

3. To create a new user, click on the **New User** hyperlink found beneath the Logon button.



Logon

Username *

Password * [Forgot password](#)

Logon

[New User](#)

4. Indicate that you do not have an Activation Code and select **Register New User** button.



Activation code

New User Account

Please select from the following options. *All required fields are marked with an asterisk (*)*

I have an Activation Code I don't have an Activation Code

Register new user

[Cancel](#)

- When creating a new user, you may also want to create an organisation at the same time. To do this, click **I also want to create an Organisation** check box. On the next screen, you will be asked to enter your Organisation details.

Register User

I also want to create an Organisation

Account details

Username *

Password *

Repeat Password *

Secret Question

Secret Answer


User Details

Title *

Name *

Other Names

Gender *

Date Of Birth DD-MMM-YYYY 

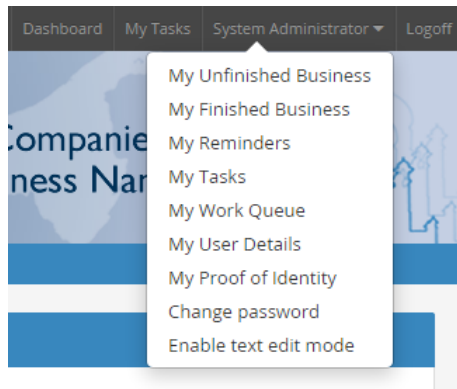
I use the following for navigation *

6. On completion of the registration, you will be presented with your own dashboard where;
- **Do It Now** contains a list of the available online services to you
 - **My Items** will contain a list of your approved Company and/or Business
 - **My Unfinished Business** will show you a list of your applications which are in progress, for e.g. if your application has been submitted and pending approval from ROCBN, your application has been submitted but you have yet to make payment, etc.
 - **My Recently Finished Business** will display all your completed applications
 - **My Order History** will display a list of any purchased information
 - **My Reminders** will display a list of reminders, for e.g. your reserved name is about to expire, etc.

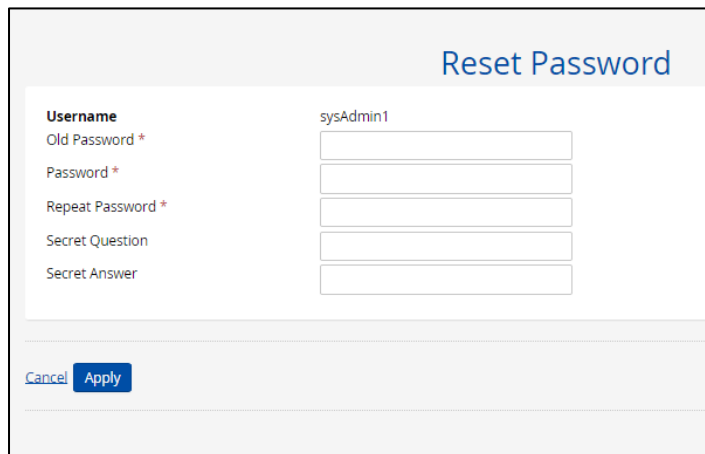
The screenshot shows the user dashboard for the Registry of Companies & Business Names in Brunei. The header includes the logo of the Ministry of Finance (KEMENTERIAN KEWANGAN) and the text 'Registry of Companies & Business Names'. The dashboard is titled 'Dashboard' and features a 'DO IT NOW' section with links to various services: Reserve a Company Name, Incorporate a Public Company, Incorporate a Private Company, Register Branch of Foreign Company, Reserve a Business Name, and Register a Business Name. The 'My Items' section is active, displaying a list of 12 results, including 'BUMBLE BEE ENTERPRISE (RN-100057)', 'BUMBLE BEE ENTERPRISE (P20000005)', 'BUSINESS A (RN-100058)', 'BUSINESS B (RN-100059)', and 'BUSINESS B (P20000006)'. Below this, there are tabs for 'My Unfinished Business', 'My Recently Finished Business', 'My Order History', and 'My Reminders', all showing zero results. A 'No results found' message is displayed at the bottom.

RESETTING YOUR PASSWORD

1. To reset your password, select **Change Password** from the menu under your username.

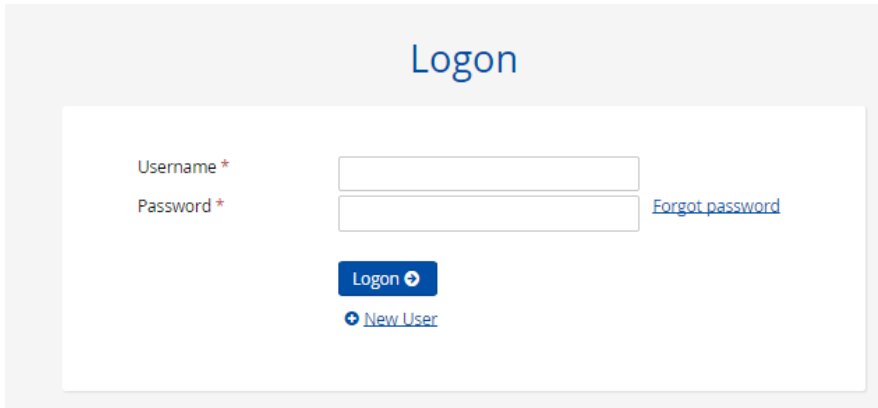


2. Enter your **Existing Password** and **New Password** twice. The **Secret Question** and **Secret Answer** is optional. You will then receive a Change of Password Confirmation Email.

A screenshot of a 'Reset Password' form. The form has a title 'Reset Password' in blue. It contains the following fields: 'Username' with the value 'sysAdmin1', 'Old Password *', 'Password *', 'Repeat Password *', 'Secret Question', and 'Secret Answer'. Each of the last five fields has a corresponding empty input box. At the bottom left, there are two buttons: 'Cancel' and 'Apply'.

FORGOT PASSWORD

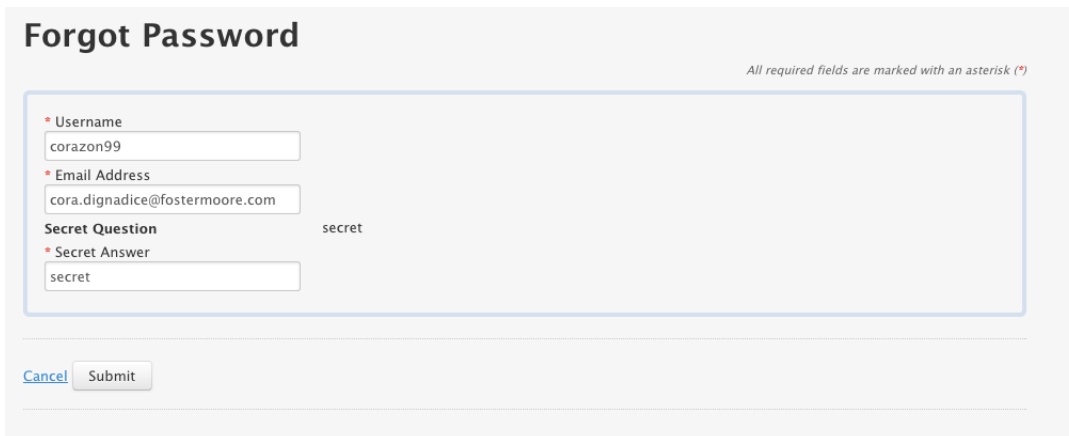
1. From the External Catalyst Login Screen, select the **Forgot Password** link.



The screenshot shows a login interface with the title "Logon" at the top. Below the title are two input fields: "Username *" and "Password *". To the right of the "Password *" field is a blue link labeled "Forgot password". Below the input fields is a blue button labeled "Logon" with a right-pointing arrow. Below the button is a blue link labeled "New User" with a right-pointing arrow.

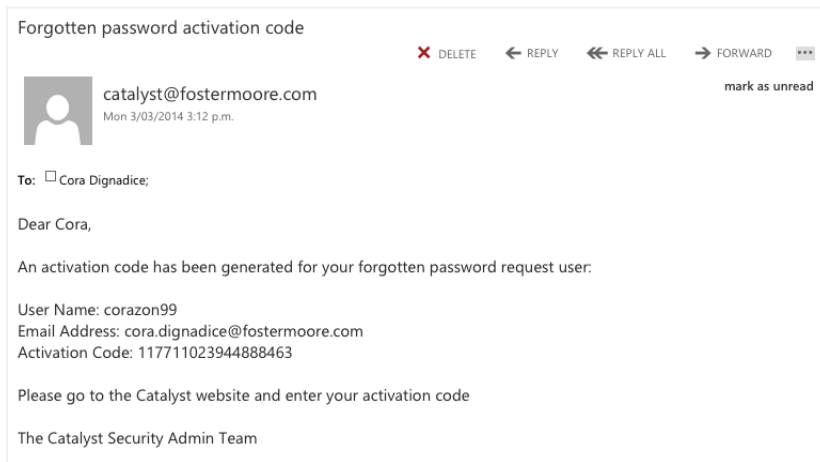
2. Enter your **Username** and **Email Address** and click on the **Submit** button. The [Secret Question] box will be revealed. You must enter the correct **Answer** (case insensitive). If the user has opted not to have a secret question then the activation code will be sent upon clicking **Submit**.

NOTE: A user is required to enter both the **Username** and **Email Address** as an additional security check to stop fraudulent activity. If you have forgotten your answer to the secret question, then contact the Registry administrator to reset your password.



The screenshot shows a "Forgot Password" form. At the top right, it says "All required fields are marked with an asterisk (*)". The form contains four input fields, each with an asterisk indicating it is required: "Username" (containing "corazon99"), "Email Address" (containing "cora.dignadice@fostermoore.com"), "Secret Question" (containing "secret"), and "Secret Answer" (containing "secret"). Below the input fields are two buttons: "Cancel" and "Submit".

- The User will then be sent an **Activation code** via email.



- To activate your account, copy the **Activation Code** from the email and enter the 'Activation Code' on the screen below. Then select **Continue**.

Activation code

New User Account

You must enter your activation code to activate your user account. All required fields are marked with an asterisk (*)

* Activation Code
117711023944888463

[Cancel](#)

- You will then be prompted to re-enter your password and revise your secret question and answer, as desired. On completion of this process, your new password will be stored. You will then be taken to the dashboard.

Set Password

Username testExternal

Password *

Repeat Password *

Secret Question

Secret Answer

[Cancel](#)