

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE
PAYMENT OPTIONS**

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.

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PAYMENT OPTIONS

Applicants will have two main payment options; i.e. online via their credit/debit card or over the counter via cash or cheque. The following illustrate the steps for both of these options.

ONLINE PAYMENT

1. The fee payment page will be displayed in which the user will be able to make payment online via their credit or debit card by simply selecting the **payment method**.

Fee Payment

Verified by **VISA** **MasterCard** SecureCode.

Register a Business Name BUMBLE BEE ENTERPRISE (P20000005)

Reference	bacebb0b11ed49aa
Created Date	29-Jun-2015 09:19:38

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register a Business Name	BUMBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

Transaction Details

Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND30.00
Client Reference:
Payment Method *:

Summary: Fees BND30.00, Paid BND0.00, Remaining BND30.00

[Cancel](#) [Continue](#)

2. Select the preferred payment method by clicking on either the Visa or Mastercard logo.

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant.

TEST MODE

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.

 **Select your preferred payment method**

Pay securely using SSL+ by clicking on the card logo below:

Global Payments Asia-Pacific Limited is a joint venture card payment processing company between HSBC and Global Payments Inc. For more information, please visit www.globalpayments-asia.com

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3. User enters credit card details.

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant. **TEST MODE**

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.

 **Enter your card details**

 **VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :: 4987654321098769

Expiry Date :: 05 / 17 **month/year**

Security Code :: 100 The 3 digits after the card number on the signature panel of your card.



Purchase Amount :: **BND Br\$30.00**



Verified by VISA

I hereby authorise the debit to my VISA Account in favour of GPAP BN TEST ACCOUNT

4. Transaction is approved, wait for the payment confirmation page

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant. **TEST MODE**

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.

 **Transaction Results**

Result of your transaction:

Your payment has been **approved**.
Please wait while you are redirected back to the merchant...

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5. Payment Confirmation page is displayed containing payment details as well as a copy of the payment receipt which can be saved/printed. Click the **Continue** button.

Payment Confirmation

Register a Business Name BUMBLE BEE ENTERPRISE (P200000005)

Owner	UserA	Reference	bacebb0b11ed49aa
Applicant Name	UserA	Status	Closed
Charging Application	brunei-business-names	Created Date	29-Jun-2015 09:19:38
		Code 1	P200000005
		Code 2	BUMBLE BEE ENTERPRISE

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register a Business Name	BUMBLE BEE ENTERPRISE	P200000005	BND30.00	BND0.00	BND30.00

Fees BND30.00
Paid BND30.00
Remaining BND0.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
e111301267ec3bb Payment Receipt payment_receipt.pdf		29-Jun-2015	Success	Credit Card	BND30.00

[Continue](#)

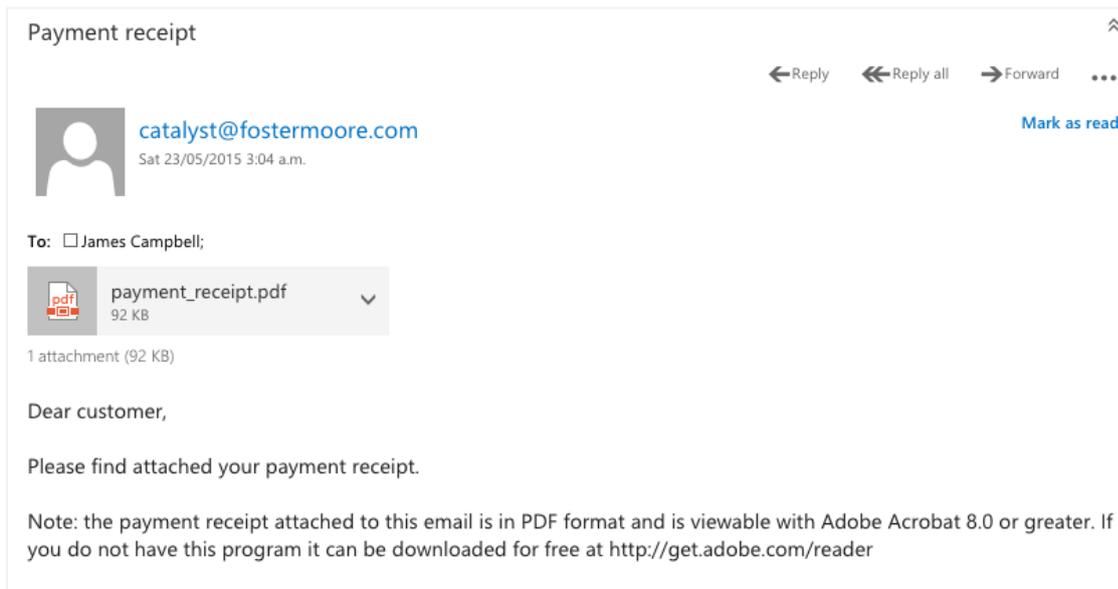
6. A notification will inform the user that their application has successfully been sent to ROCBN for review.

Sent For Review

Your submission for BUMBLE BEE ENTERPRISE (P200000005) has been sent to internal staff for review. Please check your unfinished business for updates.

[Ok](#)

7. An email will be emailed to the user with a copy of the payment receipt.



OFFLINE PAYMENT

1. Users who wish to pay by cash or cheque will be required to take note of their **Subject Number** as highlighted in red below. This is to be used as a reference number when making payment at ROCBN's counter.
2. The user should then click **Cancel**.

The screenshot shows a 'Fee Payment' screen with the following details:

- Register a Business Name: JAMES CAMPBELL BN1 BHD (P20000064)
- Reference: eb36148599639551
- Created Date: 23-May-2015 02:57:42

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register a Business Name	JAMES CAMPBELL BN1 BHD	P20000064	BND30.00	BND0.00	BND30.00

Transaction Details:

- Currency: Brunei Darussalam Dollar (BND)
- Amount (Payment): BND30.00
- Client Reference: [Input Field]
- Payment Method: Credit Card

Credit Card Transaction Details:

- Card Transaction Id: [Input Field]
- Authorisation Code: [Input Field]

Summary:

- Fees: BND30.00
- Paid: BND0.00
- Remaining: BND30.00

Buttons: Cancel, Continue

3. A pop-up will be displayed. Click **Yes** button to proceed.

Discard your changes?

Changes will be lost. Are you sure you wish to cancel?

[No](#)

4. A notification will be displayed whereby you will have the option to either discard the entire application or pay later. If a user intends to pay over the counter, click on the **Pay Later** button.

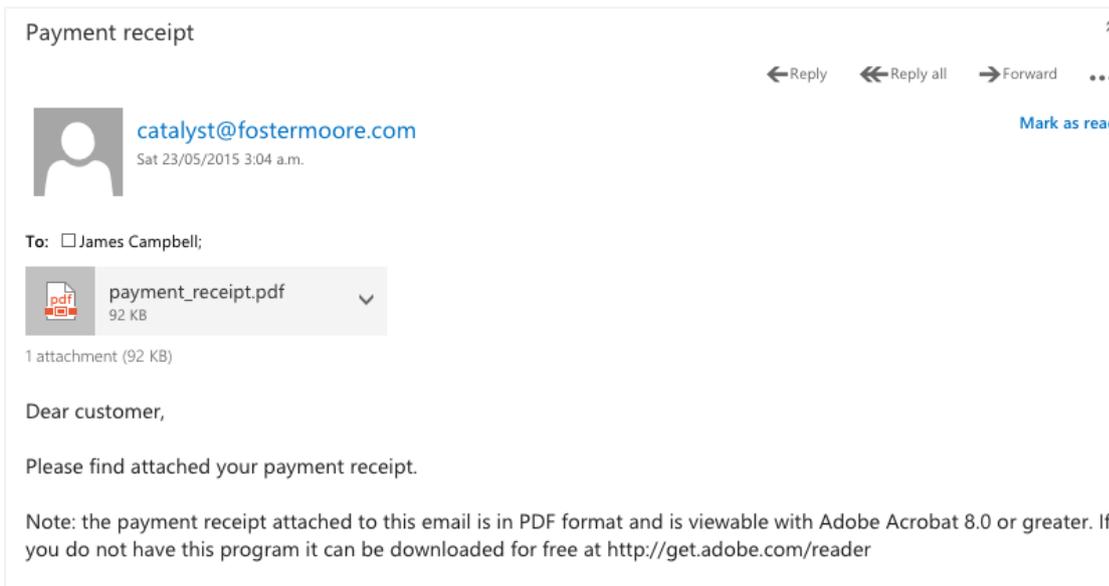
Service Payment Cancelled

You elected to cancel your payment for the service Reserve a Business Name. You can elect to pay later by pressing the 'Pay Later' button and selecting the application from your dashboard. If you wish to completely cancel your application please press the 'discard' link. Note this will completely remove your application and you will need to reapply at a later date.

5. User will be returned to their dashboard where they will be able to see their application under **Unfinished Business Search**. The status will be **Pay** which indicates that payment has not been made for this application.

My Unfinished Business 1 My Recently Finished Business 4 My Order History 0 My Reminders 0					
Displaying 1-1 of 1 results					
BN	Description	Status	Created	Due Date	Discard
	Name Reservation for BUMBLE BEE ENTERPRISE	Pay	26-Jun-2015	26-Jul-2015	Discard

6. The user should proceed to ROCBN’s payment counter to make payment for their application. The ROCBN payment clerk will receive the payment and generate the payment receipt. A payment confirmation email will also be sent to the user with a copy of the receipt attached.



7. **IMPORTANT NOTE!** Once the payment has been made successfully, the user must login to their account to submit the application.
8. Once logged in, click on the application.

My Unfinished Business 1 My Recently Finished Business 4 My Order History 0 My Reminders 0					
Displaying 1-1 of 1 results					
BN	Description	Status	Created	Due Date	Discard
	Name Reservation for BUMBLE BEE ENTERPRISE	Pay	26-Jun-2015	26-Jul-2015	Discard

9. Click on the **Submit** button.

Reserve a Business Name

Reserved Date	26-Jun-2015
Expiry Date	26-Jul-2015
Purpose	Registration
Proposed Name	BUMBLE BEE ENTERPRISE
Business Activities	56 FOOD AND BEVERAGE SERVICES ACTIVITIES

[Cancel](#)