

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
CHANGE BUSINESS NAME DETAILS**

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

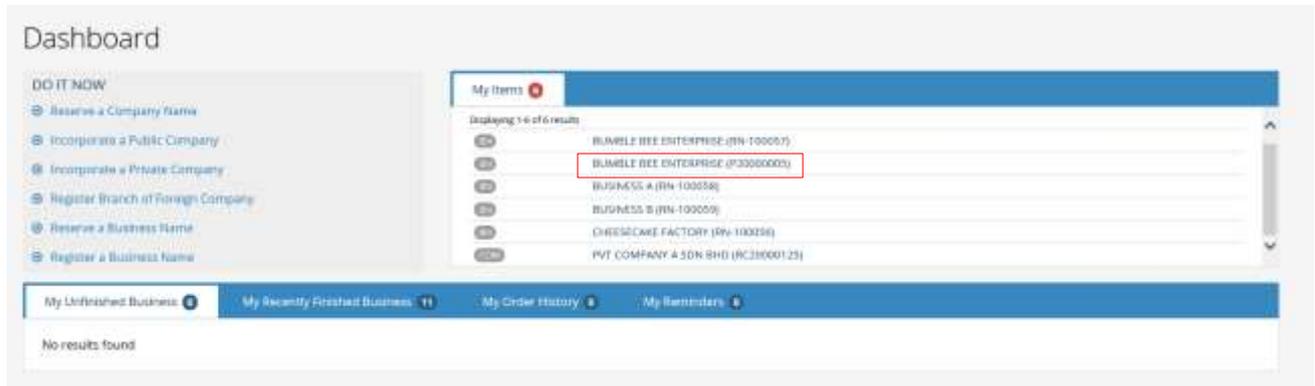
Registry of Companies and Business Names Operating hours are from:
Monday – Thursday & Saturday, 8.00 am – 3.30 pm.

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STEPS TO CHANGING BUSINESS NAME DETAILS

1. Select the Business Name to be updated from **My Items**.



2. Under the **Maintain Business Name** tab, select **Change Business Name Details**.



- Under **General Details**, update information as required, if any.
Note: If you are changing the name of your business, you must reserve a new business name. Once approved you may then proceed with updating the information in this application.

The screenshot shows the 'Change Business Name Details' form for 'BUMBLE BEE ENTERPRISE (P200000005)'. The progress bar indicates Step 1 of 4 is active. The 'General Details' section includes:

- Name Change?** with radio buttons for 'Yes' (selected) and 'No'.
- Business Activities:** A dropdown menu showing '56 FOOD AND BEVERAGE SERVICES ACTIVITIES'.
- Supporting Documents:** An 'Upload' button.
- Date of Change:** A date picker set to '30-Jun-2015'.

At the bottom, there are 'Cancel' and 'Next Step: Addresses' buttons.

- Under **Addresses**, update information as required, if any.

The screenshot shows the 'Change Business Name Details' form for 'BUMBLE BEE ENTERPRISE (P200000005)'. The progress bar indicates Step 2 of 4 is active. The 'Address Details' section includes:

- Principal Place of Business:** A section with a 'Date of Change' set to '30-Jun-2015' and the address 'Unit 1.2, 1st Floor, Times Square, Airport Lema, Brunei-Muara, BG3122, Brunei Darussalam'. There are 'Edit' and 'Remove' links below the address.
- Additional Places of Business:** An 'Add Additional Address' button.
- Date of Change:** A date picker set to '30-Jun-2015'.

At the bottom, there are 'Cancel' and 'Next Step: Owners' buttons.

5. Under **Owners**, update information as required, if any.

General Details | Address | **Owners** | Review

Owner Details

Owner 1

Name	User A
Nationality	Brunei Darussalam
Gender	Female
Occupation	Self-employed
ID Type	IC-Yellow
Identity Number	00301797
Residential Address	No.10, Spg 655, Jln Tutong, Brunel-Muara, BG3122, Brunel Darussalam
Email	userA@gmail.com
Date of Birth	01-jun-1978
Admission Date	29-jun-2015

[Create Owner](#)
[Edit Owner](#)

[Add another Owner](#)

Date of Change [...](#)

Consent Letter [Upload](#)

ID Evidence [IC.jpg](#) [Upload Another](#) [Remove Document](#)

[Cancel](#) [Next Step: Review](#)

- Review all information that has been updated and click the **Submit** button.

Change Business Name Details

BUMBLE BEE ENTERPRISE (P20000005)

1 General Details ✓ 2 Address ✓ 3 Owners ✓ 4 Review

General Details

Name Change?	No	Edit
Business Activities	SE FOOD AND BEVERAGE SERVICES ACTIVITIES	
Date of Change	30-Jun-2015	

Address Details

Principal Place of Business		Edit
Date of Change	30-Jun-2015	
Unit 1.2, 1st Floor, Times Square, Airport Lama, Brunei-Muara, BS3122, Brunei Darussalam		
Additional Places of Business		
Date of Change	30-Jun-2015	

Owner Details

Owner 1		Edit
Name	User A	
Nationality	Brunei Darussalam	
Gender	Female	
Occupation	Self-employed	
ID Type	IC-Yellow	
Identity Number	00301797	
Residential Address	No.10, Sgg 655, Jln Tutong, Brunei-Muara, BS3122, Brunei Darussalam	
Email	userA@gmail.com	
Date of Birth	01-Jun-1978	
Admission Date	29-Jun-2015	
Date of Change	30-Jun-2015	
ID Evidence	View	

[Cancel](#) [Submit](#)

- Proceed with payment for your application. (For further steps on making payment, please refer to the Payment Options Guide).

Fee Payment

Change Business Name Details for BUMBLE BEE ENTERPRISE (P20000005)

Reference	45544e45ea5b0b4
Created Date	30-Jun-2015 10:18:20

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Business Name Details	BUMBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

Fees: BND30.00

Paid: BND0.00

Remaining: BND30.00

Transaction Details

Currency: Brunei Darussalam Dollar (BND)

Amount (Payment): BND30.00

Client Reference:

Payment Method:

Credit Card Transaction Details

Card Transaction id:

Authorisation Code:

Cancel
Continue

- Once successful online payment has been made, the following payment confirmation will be displayed. Click on the **Continue** button.

Payment Confirmation

Change Business Name Details for BUMBLE BEE ENTERPRISE (P20000005)

Owner	USERA	Reference	45544e45ea5b0b4
Applicant Name	USERA	Status	Closed
Charging Application	brunei-business-names	Created Date	30-Jun-2015 10:18:20
		Code 1	P20000005
		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
Notice of Change of Business Name Details	BUMBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

Fees: BND30.00

Paid: BND30.00

Remaining: BND0.00

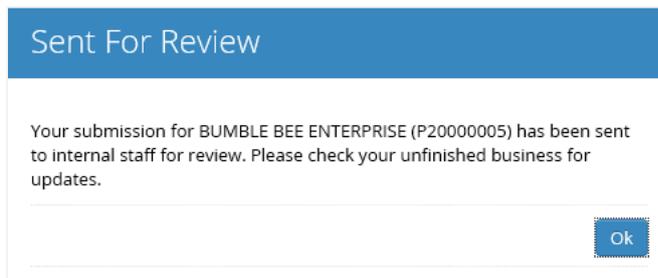
Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
ac23966511a2156		30-Jun-2015	Success	Credit Card	BND30.00

Payment Receipt: [payment_receipt.pdf](#)

Continue

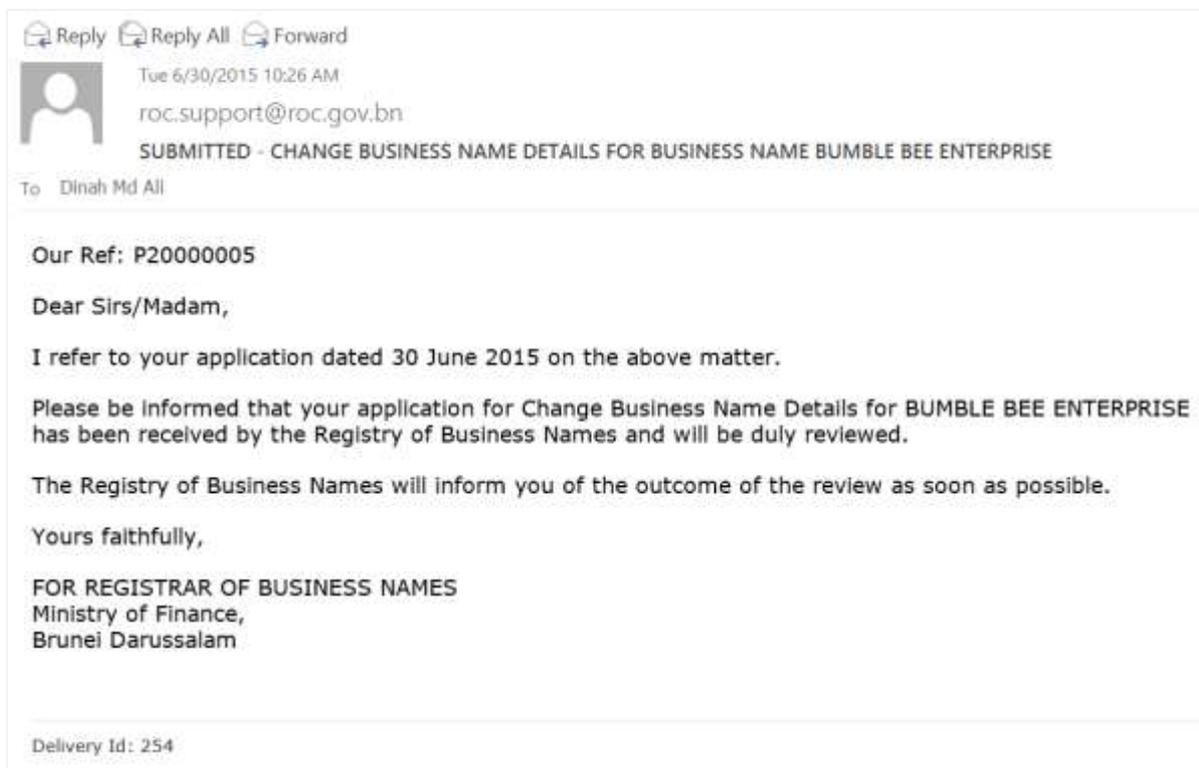
9. Notification that your application has been sent for review. Click **Ok** button.



10. You will be returned to the dashboard where you will be able to view the status of your application under My Unfinished Business. The status will be under Review.



11. You will receive an Email Confirmation stating that your application has been received by ROCBN.



12. Once approved by ROCBN, you will notice that your application has now been moved from **My Unfinished Business** to **My Items**.
13. You will also receive an Email Confirmation stating that your application has been approved.

 Reply  Reply All  Forward

 Tue 6/30/2015 10:53 AM
roc.support@roc.gov.bn
CHANGE OF DETAILS BUMBLE BEE ENTERPRISE

To: Dinah Md Ali

 Message  Certificate of Registration - BUMBLE BEE ENTERPRISE.pdf (158 KB)
 Business Name Extract - BUMBLE BEE ENTERPRISE.pdf (83 KB)

Our Ref: P20000005

Dear Sirs/Madam,

We refer to your application dated 30 June 2015.

Please be informed that the submitted application to change the details for BUMBLE BEE ENTERPRISE has been reviewed and approved by the Registry of Business Names.

Please find attached the latest Certificate and Business Extract for your records.

Yours faithfully,

FOR REGISTRAR OF BUSINESS NAMES
Ministry of Finance,
Brunei Darussalam