

REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
EXTRACTING INFORMATION IN THE ROCBN ONLINE SYSTEM

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 online system, kindly contact our ROCBN Help Desk at +6732380505 or email us at info.rocbn@mof.gov.bn

Registry of Companies and Business Names operating hours are from:

Monday – Thursday & Saturday, 8.00am – 3.30pm

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STEPS ON EXTRACTING INFORMATION IN THE ROCBN ONLINE SYSTEM

This business service will be available to internal users only who have an account with ROCBN system. Users will be able to extract information on both Companies and Business Names. The following steps illustrate how to request for information. Note that examples used are for a business Name, however the same steps apply when extracting information for Companies.

1. Navigate to Search the Register

For Business Names:



For Companies:

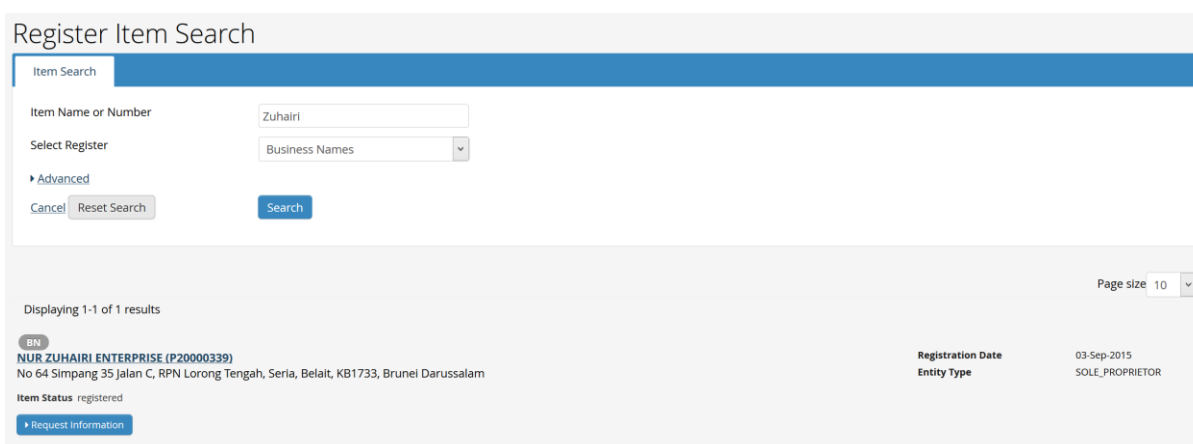


2. You will be presented with the following page.

For a *Business Name*, enter the Business Name or Registration Number and select Business Names.
For a *Company*, enter the Company Name or Incorporation Number and select Companies.

A screenshot of the 'Search Register' page. It features a search bar with the text 'Item Search'. Below the search bar, there are input fields for 'Entry Name or Identifier' (containing 'CM'), 'Select Register' (a dropdown menu set to 'Business Names'), and 'Registration' (a dropdown menu). There are 'Cancel' and 'Start Search' buttons on the left, and a 'Search' button on the right.

3. Click on to the Business Name and it will lead you to the Business Names details

A screenshot of the 'Register Item Search' page. It shows the search results for 'Zuhairi'. The page has a header 'Register Item Search' and a sub-header 'Item Search'. Below the search bar, there are input fields for 'Item Name or Number' (containing 'Zuhairi'), 'Select Register' (a dropdown menu set to 'Business Names'), and 'Advanced' options. There are 'Cancel', 'Reset Search', and 'Search' buttons. Below the search bar, there is a section for 'Displaying 1-1 of 1 results' with a 'Page size' dropdown set to '10'. The search results show a table with columns for 'BN', 'Registration Date', and 'Entity Type'. The row contains 'NUR ZUHAIRI ENTERPRISE (P20000339)', '03-Sep-2015', and 'SOLE_PROPRIETOR'. Below the table, there is a 'Request Information' button.

4. Next, you will be presented with full viewing access to the Business Names Details. You may click on the item to the side tabs to search for your information.

View Business Name

NUR ZUHAIRI ENTERPRISE (P20000339)

Request Extract or Certificate Maintain Authority Maintain Business Name

General Details Addresses Owners Filings

Entity Status	Registered
Business Name Type	Sole Proprietor
Registration Date	03-Sep-2015
Business Activities	
13 MANUFACTURE OF TEXTILES	14 MANUFACTURE OF WEARING APPAREL
Renewal Due Date	03-Sep-2018
Suppress from Public Search	No
Exempt from Removal	No
Authority Management Suspended	No

Cancel