

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
GRANTING AUTHORITY**

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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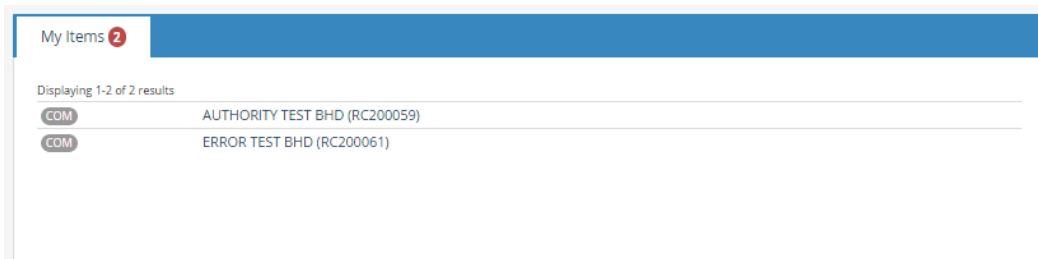
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GRANTING AUTHORITY

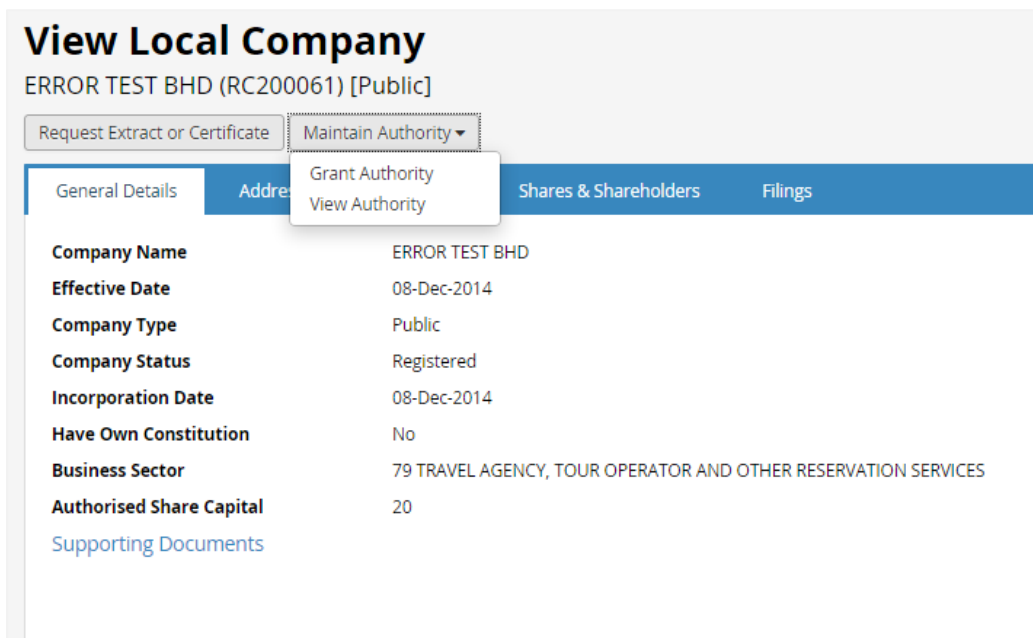
GRANT AUTHORITY AS AN EXTERNAL USER WITH PERMISSION

You can Grant Authority as an external user with the authority over a particular entity. The example below illustrates the steps of how an external user with authority grants authority to another external user.

1. Login as an external user with permission over an entity. An external user who has permission would be the external user who had registered the entity. Select the entity you wish to work on from My Items.



2. From the viewing of the entity, click on **Maintain Authority** and then select **Grant Authority**.



3. From the **Grant Authority** service, you can select the type of authority being granted. Either to a Director, an Individual Agent or an Organization Agent. The authority request will be emailed with an activation code to the email address entered in the **Send Authority Request** field.

M] LOCAL COMPANY LTD (9006000) [Local]

Grant Authority

Authority Type Requested *

Director Authorised Individual Agent Authorised Organisation Agent

Director 1

Name Mr Nathan WONG

Residential Address 234 The Street, China

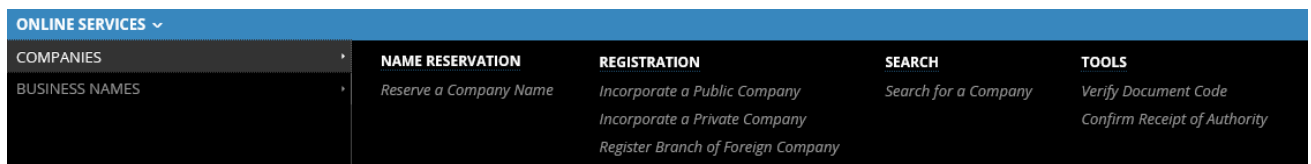
Email [Not Provided]

Send authority request to *

[Cancel](#)

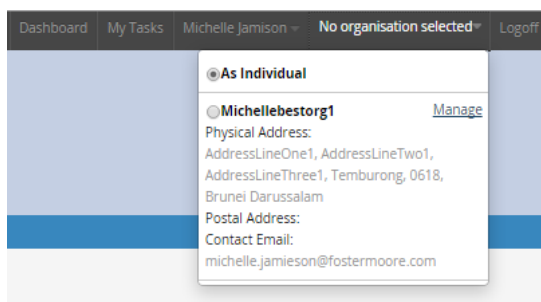
ACCEPTING AUTHORITY

1. Once you have received an email granting the authority over a company, you can use the activation code provided in the email to **Accept Authority**.
2. From the Online Services menu, navigate to **Confirm Receipt of Authority**.



3. The Confirm Receipt of Authority screen will be shown. Enter Activation code and select the correct Authority Type. Select Validate. **Note:** If you are part of an organisation the only Authority type will be Authorised Organisation. You will need to first be logged as an individual before you can confirm authority as a director or an authorised individual agent.

Change to Individual



Confirm Receipt of Authority

Confirm Receipt of Authority

Activation code *

Authority Type * Director Authorised Individual Agent

[Cancel](#)

4. Upon validating, you will be asked to confirm a statement and then click on the **Apply** button.

Confirm Receipt of Authority

ERROR TEST BHD (RC200061) [Public]

I, Michelle Jamison, of Michellebestorg1 confirm that Michellebestorg1 is legally authorised to file documents in respect of this company

[Cancel](#) [Apply](#)

5. After applying the authority the company will now be displayed on the user's dashboard under **My Items** and a completed task will shown under **My Recently Finished Business**.

DO IT NOW

- [Reserve a Company Name](#)
- [Incorporate a Public Company](#)
- [Incorporate a Private Company](#)
- [Register Branch of Foreign Company](#)

My Items 2

Displaying 1-2 of 2 results

- COM ERROR TEST BHD (RC200061)
- COM MJ TEST AGAIN BHD (RN-100161)

My Unfinished Business 3 My Recently Finished Business 12 My Reminders 0

Displaying 1-10 of 12 results

1 2 Next »

Description	Status	Created	Due Date
COM Confirm Receipt of Authority For ERROR TEST BHD (RC200061)	Completed	09-Dec-2014	

6. An email will also be sent out to all current authorities notifying them that authority has been granted to another user.

REVOKING AUTHORITY

1. Search the entity you wish to Revoke Authority. From the search results, select the entity.

Search Register

Item Search

Entity Name or Identifier:

Select Register:

▶ [Advanced](#)

Sort order: [Ascending](#) [Descending](#) Page size:

Displaying 1-1 of 1 results

COM AUTHORITY TEST BHD (RC200059)	Registered Date 08-Dec-2014
54 ADDRESS, Belait, 1234, Brunei Darussalam	Business Sector 80 SECURITY AND INVESTIGATION ACTIVITIES
Company Status Registered	Company Type Public

2. From the view entity details screen, select **Maintain Authority**, then select **View Authority**.

View Local Company

AUTHORITY TEST BHD (RC200059) [Public]

- From the view authority screen select the revoke authority from which authority should be revoked.

View Authority

AUTHORITY TEST BHD (RC200059) [Public]

[Current Authorities](#)

Authority type	Director
Individual Name	Michelle JAMISON (michelleInd1)
Approved automatically by filing the company registration on 08-Dec-2014 10:38:59	
Revoke Authority	

Authority type	Director
Individual Name	Michelle JAMISON (michelleAdmin1)
Approved by the Business Registries Office on 08-Dec-2014 10:52:30	
Authorisation Letter	Chrysanthemum.jpg 08-Dec-2014 10:52:30
Revoke Authority	

Authority type	Authorised Agent
Individual Name	Michelle JAMISON (michelleInd2)
Approved by the Business Registries Office on 08-Dec-2014 10:53:19	
Authorisation Letter	Tulips.jpg 08-Dec-2014 10:53:18
Revoke Authority	

Authority type	Authorised Agent
Organisation Name	Michellebestorg2
Approved by the Business Registries Office on 08-Dec-2014 10:54:06	
Authorisation Letter	Koala.jpg 08-Dec-2014 10:54:05
Revoke Authority	

- You will be required to enter a reason for revoking authority, notifying them the authority has been revoked. The reason for revoking authority will appear in the email.

5. On return to **View Authority** screen, the authorization you have revoked will now be shown under the historical information section.

View Authority

AUTHORITY TEST BHD (RC200059) [Public]

Current Authorities

Authority type	Director
Individual Name	Michelle JAMISON (michelleInd1)

Approved automatically by filing the company registration on 08-Dec-2014 10:38:59

[Revoke Authority](#)

Authority type	Director
Individual Name	Michelle JAMISON (michelleAdmin1)

Approved by the Business Registries Office on 08-Dec-2014 10:52:30

Authorisation Letter	Chrysanthemum.jpg 08-Dec-2014 10:52:30
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[Revoke Authority](#)

Authority type	Authorised Agent
Organisation Name	Michellebestorg2

Approved by the Business Registries Office on 08-Dec-2014 10:54:06

Authorisation Letter	Koala.jpg 08-Dec-2014 10:54:05
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[Revoke Authority](#)

Authority Requests

Historical Information

Authority type	Authorised Agent
Individual Name	Michelle JAMISON (michelleInd2)

Revoked by the Business Registries Office (System Administrator) on 09-Dec-2014 06:02:11

Reason for revoking	Testing revoke authority
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