

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
RENEWING A BUSINESS NAME**

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.

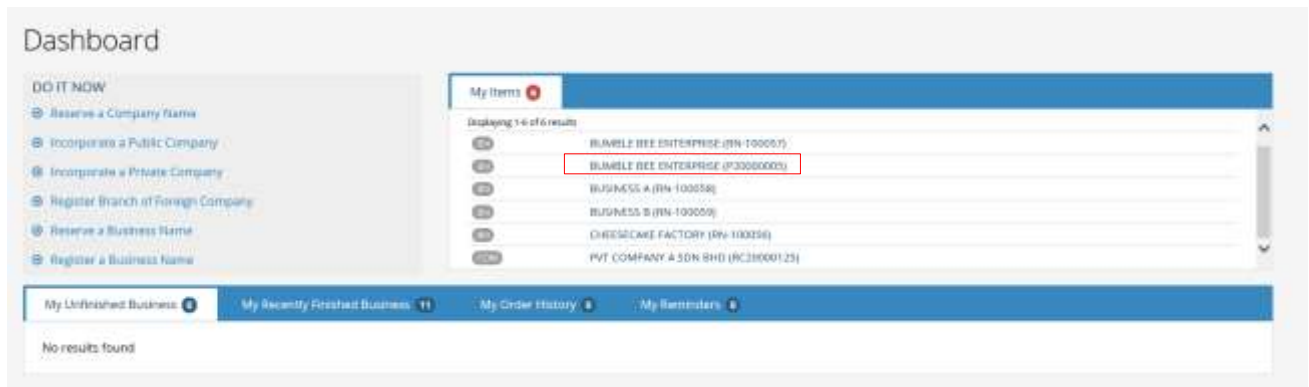
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STEPS TO RENEWING A BUSINESS NAME

With the ROCBN system, all Business Names will now be required to file a renewal application of their every 3 years for a fee of BND30.00. The purpose of this is to ensure the registry is kept up-to-date. A reminder email will be sent to the business owner one month before the renewal date.

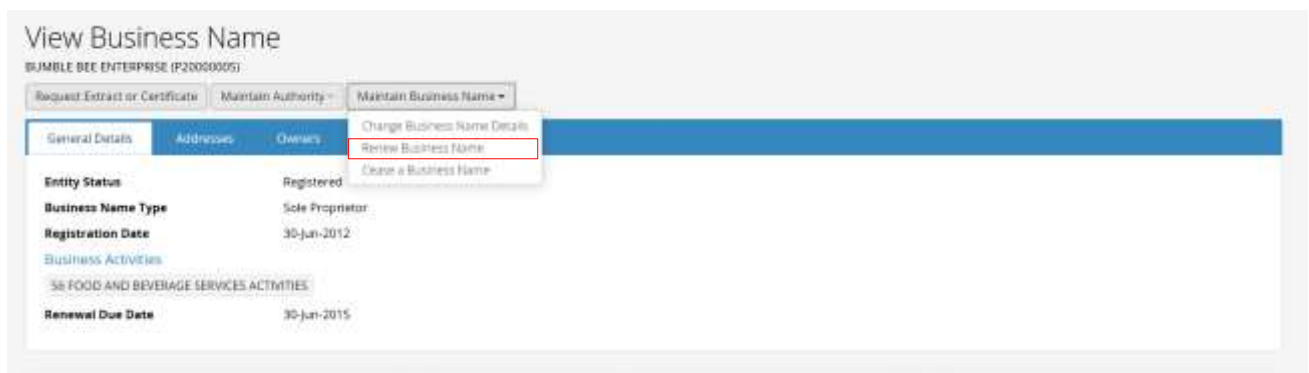
1. Select the Business Name which is to be renewed under **My Items**.



2. Click on the **Maintain Business Name** button.



3. Click on **Renew a Business Name**.



4. Indicate each checkbox under each section for confirmation of details. Click the **Apply** button.

Renew Business Name

BUMBLE BEE ENTERPRISE (P20000005)

Business Name Renewal for June 2015

General Details

Renewal Due Date 30-Jun-2015

Business Activities
56 FOOD AND BEVERAGE SERVICES ACTIVITIES

If the business activity details are not correct, please update via the appropriate service.

Confirm General Details

Address Details

Principal Place of Business

Address Details Unit 1-2, 1st Floor, Times Square, Brunei-Muara, BG3122, Brunei Darussalam

If the address details are not correct, please update via the appropriate service.

Confirm Address Details

Owner Details

Owner 1

| | |
|----------------------------|---|
| Name | User A |
| Nationality | Brunei Darussalam |
| Gender | Female |
| Occupation | Self-employed |
| ID Type | IC-Yellow |
| Identity Number | 00301787 |
| Residential Address | No.10, Spg 655, Jln Tutong, Brunei-Muara, BG3122, Brunei Darussalam |
| Email | userA@gmail.com |
| Date of Birth | 01-Jun-1978 |
| Admission Date | 29-Jun-2015 |

If the owner details are not correct, please update via the appropriate service.

Confirm Owner Details

Cancel

- Proceed with payment of the application (For further steps on payment as well payment options, please refer to guide xx).

Fee Payment

| | | | | | |
|--|---------------------|----------------------|--|--|--|
| | Reference | iSalle0130981207 | | | |
| | Created Date | 25-Jun-2015 14:19:29 | | | |

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 Business Name Renewal | BUMBLE BEE ENTERPRISE | P20000005 | BND30.00 | BND0.00 | BND30.00 |

Fees: BND10.00
 Paid: BND0.00
Remaining: BND10.00

Transaction Details

Currency: Brunei Darussalam Dollar (BND)

Amount (Payment): BND10.00

Client Reference:

Payment Method: Credit Card

Credit Card Transaction Details

Card Transaction Id

Authorisation Code

- After successful online payment has been made, you will be brought to the payment confirmation page. An Email confirmation containing a copy of your payment receipt will be attached. Click the **Continue** button.

Payment Confirmation

Renew business name for BUMBLE BEE ENTERPRISE (P20000005)

| | | | | |
|-----------------------------|-----------------------|---------------------|-----------------------|--|
| Owner | UserA | Reference | 6a8180c6a16610 | |
| Applicant Name | UserA | Status | Closed | |
| Charging Application | brunei-business-names | Created Date | 30-Jun-2015 13:43:57 | |
| | | 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 Business Name Renewal | 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 |
|---------------|------------------|-------------|---------|-------------|----------|
| 3044088099014 | | 30-Jun-2015 | Success | Credit Card | BND30.00 |

Payment Receipt: [payment_receipt.pdf](#)

[Continue](#)

7. **Renewal due date** has now be updated. Approval for renewing a business name is instant and does require any review by ROCBN.

View Business Name
BUMBLE BEE ENTERPRISE (P20000005)

Request Extract or Certificate | Maintain Authority - | Maintain Business Name -

General Details | Addresses | Owners | Filings

| | |
|--|-----------------|
| Entity Status | Registered |
| Business Name Type | Sole Proprietor |
| Registration Date | 30-jun-2012 |
| Business Activities | |
| 56 FOOD AND BEVERAGE SERVICES ACTIVITIES | |
| Renewal Due Date | 30-jun-2018 |
| Renewal Last Filed On | 30-jun-2015 |