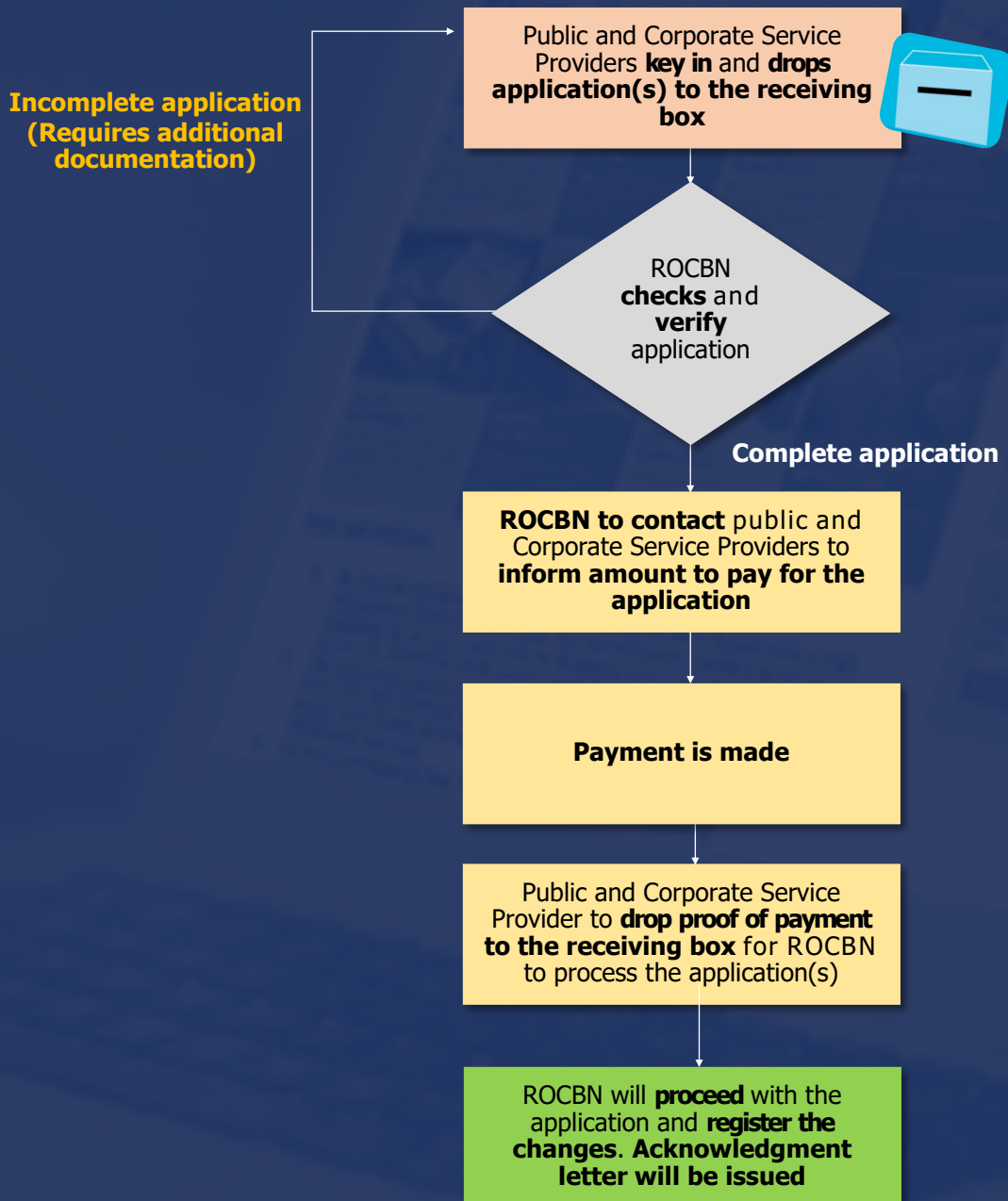




REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION
MINISTRY OF FINANCE AND ECONOMY
BRUNEI DARUSSALAM

STANDARD OPERATING PROCEDURE FOR RECEIVING DOCUMENTS (FOR EREGISTRY)



NOTE:

Every application dropped into the receiving box will be individually inserted into a plastic or an envelope (sealed) before it is collected by the back office team. Payment is made either Bank-In or online transfer to either BIBD or Baiduri Bank account. This is for ROCBN to reconcile and prepare cash book on the daily revenue collection

Any enquiries to the application, applicants can contact ROCBN Customer Service Unit at 2380505 or 2383444.