



1 GETTING STARTED

Before you incorporate your company, give some thought to the following:

1. **Company name** - whether or not it is a name that is already registered and not a prohibited name
2. **Business Structure** - Type of business that you want to register such as sole proprietorship, partnership and limited liability company
3. **Address** - where the business address will be
4. **Approvals/License/Permits** - that is required for the type of business



Requirements

To register a company you need to register with the Registry of Companies **online** at (www.roc.gov.bn). This is known as '**incorporation**'. The requirements to incorporate a company:

- ✓ Directors must be **at least 18 years** or above
- ✓ Minimum of **two (2)** directors
- ✓ Directors who are **undischarged bankrupt cannot manage business** without court or Official Receivers' Approval
- ✓ Must have at **least two (2) shareholders**

PREPARE REQUIRED DOCUMENTS



To incorporate your company you are required to file the following documents:

- ✓ **Memorandum & Articles of Association**
- ✓ **List of Directors Form (Form X)**
- ✓ **Consent to Act as Director form**
- ✓ **Signed copy of Directors' NRIC & Passport (foreign directors)**

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CREATE AND LOGIN

- **Create and log in** to your ROC account with a **valid e-mail address** by logging on to www.roc.gov.bn



CLICK "Incorporate a Company"

Dashboard

DO IT NOW

- Incorporate a Public Company
- **Incorporate a Private Company**
- Register Branch of Foreign Company
- Register a Business Name

- **Fill in the required fields** in the online form.
- With the name reservation process repealed, the cost to register the **Business name** is **reduced from \$35.00 to \$30.00** only, while the overall cost for **company incorporation** has been set to **\$300.00 from \$305.00**

INCORPORATED

- Once the company incorporation application is approved, the electronic **Certificate of Incorporation** and **online receipt** will be **emailed**.

Once the company is registered you'll get a '**Certificate of Incorporation**'. This confirms the company legally exists and shows the company number and date of formation. Successfully incorporated companies will also be automatically registered with **Revenue Division** and **Tabung Amanah Pekerja (TAP)**.

