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This brochure serves as a guide to the cease of a sole-proprietorship or partnership.

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## HOW CAN I CEASE A BUSINESS NAME?

You can cease a Business Name by filing a Notice of Cessation.

NOTICE OF CESSATION	
Date of Closure	The date of cessation is the date of expiry of registration
When to file	On or after the expiry date of registration
Endorsement Required	Must be filed by the sole-proprietor and all the partners (if any)

## CAN I GET THE NOTICE OF CESSATION FORM ONLINE?

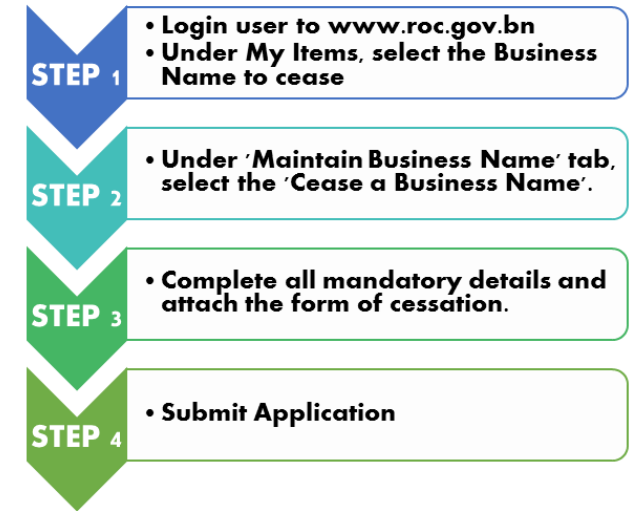
Yes, the form is available online at Ministry Of Finance website.

## HOW DO I FILE A NOTICE OF CESSATION?

You can choose one of the following ways:

- Submit an online transaction (Cessation of Business) via [www.roc.gov.bn](http://www.roc.gov.bn). This can be done from your home, office or at one of the ROCBN kiosks available at ROCBN office.
- If you are unsure of the documents for submissions, it is advised that you seek and engage the services of a professional firm in the preparations of documents required.

## STEP-BY-STEP PROCESS FOR CEASING A BUSINESS NAME



## WHAT ARE THE FEES PAYABLE?

It is free to submit the application of business name cessation.

## HOW LONG DOES IT TAKE TO CEASE A BUSINESS NAME?

It takes two working days for the Registry to review the application.

The application will be returned if the form of cessation is incomplete.

## FREQUENTLY ASKED QUESTIONS

**Can I cease the business name without uploading a consent letter?**

**No, it is mandatory to have a consent letter to cease a business name.**

**I cease the business by mistake. Can I change it back to "Registered" status?**

**You should write in to ROCBN as soon as possible for ROCBN's consideration. Please include the reasons for the mistake.**

**Alternatively, you can choose to register a new business using the same name but with a different registration number; the fee payable is \$35.**

**Alternatively, you can submit an appeal to the Registrar of Business Names through ROCBN for the reinstatement of the business registration. Send your appeal in writing and set out the grounds for the appeal. The letter is to be addressed to the Registrar of Business Names, ROCBN.**

**I want to terminate the business but I am unable to get my partner's endorsement. What should I do?**

**All partners must endorse the termination before the business name can be ceased.**

## BUSINESS HOURS

**Monday – Thursday, Saturday**

**8.00 am – 3.30 pm**

## C O N T A C T U S

### REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION

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Website: [www.roc.gov.bn](http://www.roc.gov.bn)

## CEASING A BUSINESS NAME

Registry of Business Names  
Ministry of Finance  
Brunei Darussalam

