

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
REGISTER BUSINESS NAMES**

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 REGISTER A BUSINESS NAME

This service allows an applicant to register their business. A pre-requisite to business name registration is to first have an approved reserved name. The following steps illustrated how to proceed with the application:

1. Select Register a Business Name.



2. Select the reserved name which you would like to register and select your entity type.

The screenshot shows the 'Register a Business Name' form. At the top, there is a progress indicator with four steps: 'General Details', 'Addresses', 'Owners', and 'Review'. The 'General Details' step is currently active. The form includes the following fields and options:

- Reserved Name ***: A dropdown menu with 'BUMBLE BEE ENTERPRISE' selected.
- Entity Type ***: A dropdown menu with 'Sole Proprietor' selected.
- Business Activities**: A section with a button labeled 'BE FOOD AND BEVERAGE SERVICES ACTIVITIES'.
- Supporting Documents**: A button labeled 'Upload'.

At the bottom of the form, there are two buttons: 'Cancel - Save & Exit' and 'Next Step: Addresses'.

3. Fill in address details.

The screenshot shows the 'Register a Business Name' interface at Step 3, 'Address Details'. The progress bar at the top indicates that 'General Details' and 'Address' are completed, while 'Owners' and 'Review' are pending. The 'Expires in' timer shows 10 working days on 13/07/2015 @ 9:14 AM. The form fields are as follows:

- Address ***: Unit 1.2, 1st Floor, Times Square
- Address ***: (Empty field)
- Address ***: (Empty field)
- District ***: Brunei-Muara
- Postal Code ***: BG3122
- Country**: Brunei Darussalam

Buttons at the bottom include 'Cancel', 'Save & Exit', and 'Next Step: Owners'.

4. Fill in owner details and upload a copy of identification card.

The screenshot shows the 'Register a Business Name' interface at Step 4, 'Owner Details'. The progress bar at the top indicates that 'General Details', 'Address', and 'Owners' are completed, while 'Review' is pending. The 'Expires in' timer shows 10 working days on 13/07/2015 @ 9:14 AM. The form fields are as follows:

- Owner Type**: Individual
- Full Name**: Name * (User A), Other Name (Empty)
- Nationality ***: Brunei Darussalam
- Gender ***: Male, Female
- Occupation ***: Self-employed
- ID Type ***: IC-Yellow
- Identity Number ***: 00301797
- Residential Address**: Address * (No.10, Spg 655, Jln Tutong)
- Address ***: (Empty field)
- Address ***: (Empty field)
- District ***: Brunei-Muara
- Postal Code ***: BG3122
- Country**: Brunei Darussalam
- Email**: UserA@gmail.com
- Date of Birth ***: 01-Jun-1978

Buttons at the bottom include 'Cancel', 'Save & Exit', and 'Next Step: Review'. There is also a 'Remove Owner' link and an 'Upload Another' button for ID Evidence.

- Review Business Name details and click submit button.

Register a Business Name

Expires in: 10 working days on 13/07/2015 @ 9:14 AM

1 General Details ✓ | 2 Address ✓ | 3 Owners ✓ | 4 Review

General Details

Reserved Name	BUMBLE BEE ENTERPRISE	<input type="button" value="Edit"/>
Entity Type	Sole Proprietor	

[Business Activities](#)

56 FOOD AND BEVERAGE SERVICES ACTIVITIES

Address Details

Principal Place of Business		<input type="button" value="Edit"/>
Address Details	Unit 1.2, 1st Floor, Times Square, Brunei-Muara, BG3122, Brunei Darussalam	

Owner Details

Owner 1		<input type="button" value="Edit"/>
Name	User A	
Nationality	Brunei Darussalam	
Gender	Female	
Occupation	Self-employed	
ID Type	IC-Yellow	
Identity Number	00301797	
Residential Address	No. 10, Spg 655, Jln Tutong, Brunei-Muara, BG3122, Brunei Darussalam	
Email	userA@gmail.com	
Date of Birth	01-Jun-1978	

ID Evidence

PAYMENT OPTIONS

ONLINE PAYMENT

1. The fee payment page will be displayed in which the user will be able to make payment online via their credit or debit card by simply selecting the **payment method**.

Register a Business Name: BUNBLE BEE ENTERPRISE (P20000005)

Reference: faccebb0611ed49aa
Created Date: 29 Jun 2015 09:19:38

Fees

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register a Business Name	BUNBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

All fees are in Brunei Darussalam Dollar (BND)

Transaction Details

Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND30.00
Client Reference:
Payment Method:

Fees: BND30.00
Paid: BND0.00
Remaining: BND30.00

Buttons: Cancel, Continue


2. Select the preferred payment method by clicking on either the Visa or Mastercard logo.

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant.



TEST MODE

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.

 **Select your preferred payment method**

Pay securely using SSL+ by clicking on the card logo below:

Global Payments Asia-Pacific Limited is a joint venture card payment processing company between HSBC and Global Payments Inc. For more information, please visit www.globalpayments-asia.com

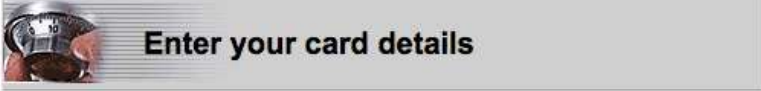
©2008 Global Payments Asia-Pacific Limited. All rights reserved.

3. User enters credit card details.


Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant. **TEST MODE**

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.




Enter your card details

 **VISA:** You have chosen **VISA** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :: 4987654321098769


Expiry Date :: 05 / 17 **month/year**

Security Code :: 100 The 3 digits after the card number on the signature panel of your card.



Use of this card is governed by the Cardholder and must be agreed by the user.

Purchase Amount :: **BND Br\$30.00**



Verified by VISA

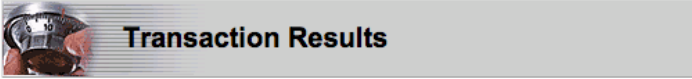
I hereby authorise the debit to my VISA Account in favour of GPAP BN TEST ACCOUNT

4. Transaction is approved, wait for the payment confirmation page

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant. **TEST MODE**

Merchant name: GPAP BN TEST ACCOUNT

Please contact the merchant directly for any questions regarding this purchase.



Transaction Results

Result of your transaction:

Your payment has been **approved**.
Please wait while you are redirected back to the merchant...

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5. Payment Confirmation page is displayed containing payment details as well as a copy of the payment receipt which can be saved/printed. Click the **Continue** button.

Register a Business Name BUMBLE BEE ENTERPRISE (P20000005)

Owner	UserA	Reference	bac6b20b11e049aa
Applicant Name	UserA	Status	Closed
Charging Application	brunei-business-names	Created Date	29-Jun-2015 09:19:38
		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
Register a Business Name	BUMBLE BEE ENTERPRISE	P20000005	BND50.00	BND0.00	BND50.00

Fees BND30.00
Paid BND30.00
Remaining BND0.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
e111301267ec3ba Payment Receipt payment_receipt.pdf		29-Jun-2015	Success	Credit Card	BND50.00

[Continue](#)

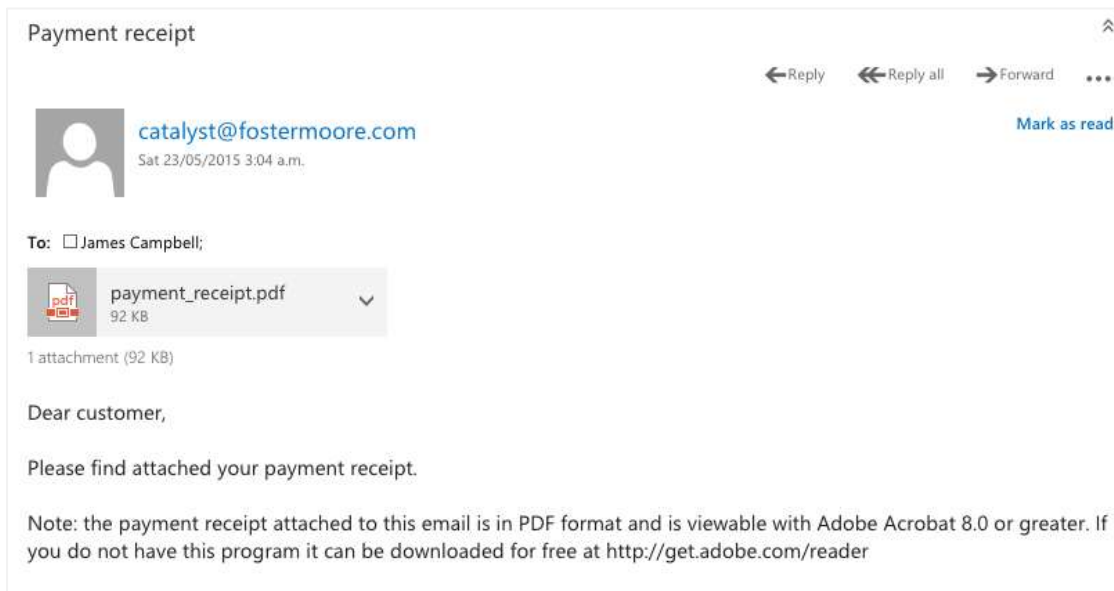
6. A notification will inform the user that their application has successfully been sent to ROCBN for review.

Sent For Review

Your submission for BUMBLE BEE ENTERPRISE (P20000005) has been sent to internal staff for review. Please check your unfinished business for updates.

[Ok](#)

- An email will be emailed to the user with a copy of the payment receipt.



OFFLINE PAYMENT

1. Users who want to pay by cash will be required to take note of their **Subject Number** as highlighted in red below. This is to be used as a reference number when making payment at ROCBN's payment counter.
2. The user should then click **Cancel**.

The screenshot shows a 'Fee Payment' screen with a header 'Verified by VISA MasterCard SecureCode'. The main content includes a table with the following data:

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register a Business Name	JAMES CAMPBELL BN1 BHD	P20000064	BND30.00	BND0.00	BND30.00

Transaction Details:
Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND30.00
Client Reference: [input field]
Payment Method: Credit Card

Credit Card Transaction Details:
Card Transaction Id: [input field]
Authorization Code: [input field]

Summary: Fees: BND30.00, Paid: BND0.00, Remaining: BND30.00

Buttons: Cancel, Continue

3. A pop-up will be displayed. Click **Yes** button to proceed.

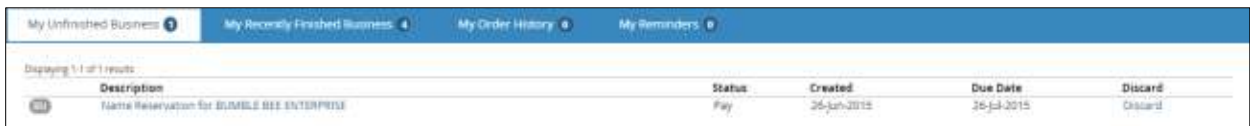
The dialog box has a blue header with the text 'Discard your changes?'. Below the header, it says 'Changes will be lost. Are you sure you wish to cancel?'. At the bottom, there are two buttons: 'No' and 'Yes'.

4. A notification will be displayed whereby you will have the option to either discard the entire application or pay later. If a user intends to pay over the counter, click on the **Pay Later** button.

The notification box has a blue header with the text 'Service Payment Cancelled'. Below the header, it says: 'You elected to cancel your payment for the service Reserve a Business Name. You can elect to pay later by pressing the 'Pay Later' button and selecting the application from your dashboard. If you wish to completely cancel your application please press the 'discard' link. Note this will completely remove your application and you will need to reapply at a later date.'

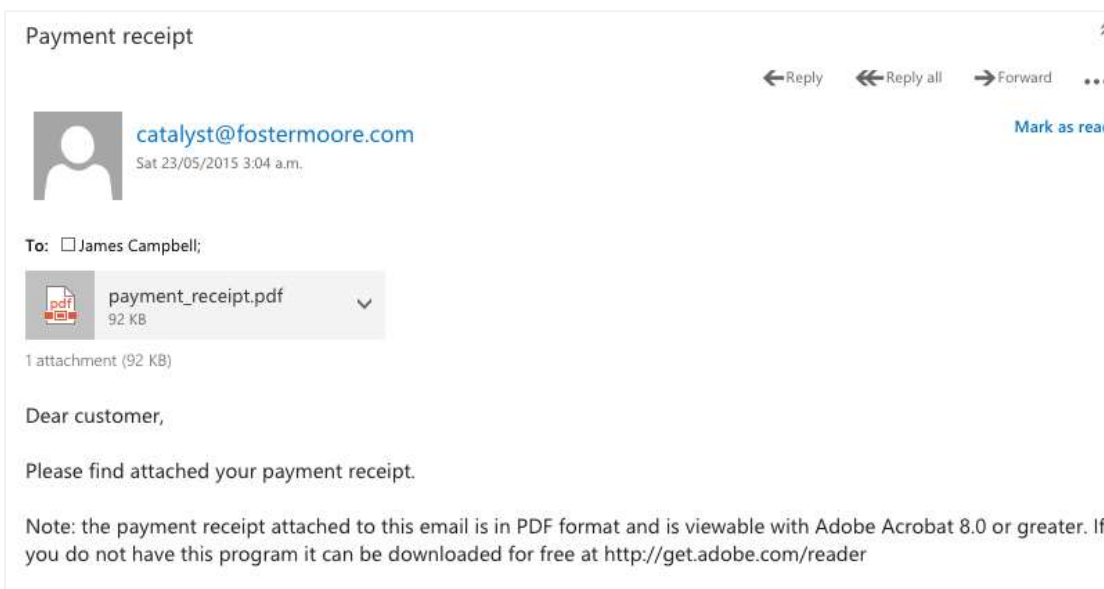
Buttons: Discard, Pay Later

5. User will be returned to their dashboard where they will be able to see their application under **Unfinished Business Search**. The status will be **Pay** which indicates that payment has not been made for this application.

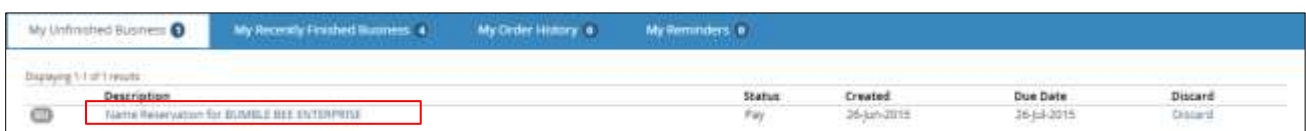


My Unfinished Business					My Recently Finished Business	My Order History	My Reminders	
Displaying 1 of 1 results					Status	Created	Due Date	Discard
	Description	Name Reservation for BUMBLE BEE ENTERPRISE	Pay	26-Jun-2015	26-Jul-2015	Discard		

6. The user should proceed to ROCBN's payment counter to make payment for their application. The ROCBN payment clerk will receive the payment and generate the payment receipt. A payment confirmation email will also be sent to the user with a copy of the receipt attached.



7. **IMPORTANT NOTE!** Once the payment has been made successfully, the user must login to their account to submit the application.
8. Once logged in, click on the application.



My Unfinished Business					My Recently Finished Business	My Order History	My Reminders	
Displaying 1 of 1 results					Status	Created	Due Date	Discard
	Description	Name Reservation for BUMBLE BEE ENTERPRISE	Pay	26-Jun-2015	26-Jul-2015	Discard		

9. Click on the **Submit** button.



Reserve a Business Name

Reserved Date	26-Jun-2015
Expiry Date	26-Jul-2015
Purpose	Registration
Proposed Name	BUMBLE BEE ENTERPRISE
Business Activities	50 FOOD AND BEVERAGE SERVICES ACTIVITIES

[Cancel](#) [Submit](#)

10. The following notification will be displayed. Click the **Ok** button.

Sent For Review

Your submission for BUMBLE BEE ENTERPRISE (94) has been sent to internal staff for review. Please check your unfinished business for updates.

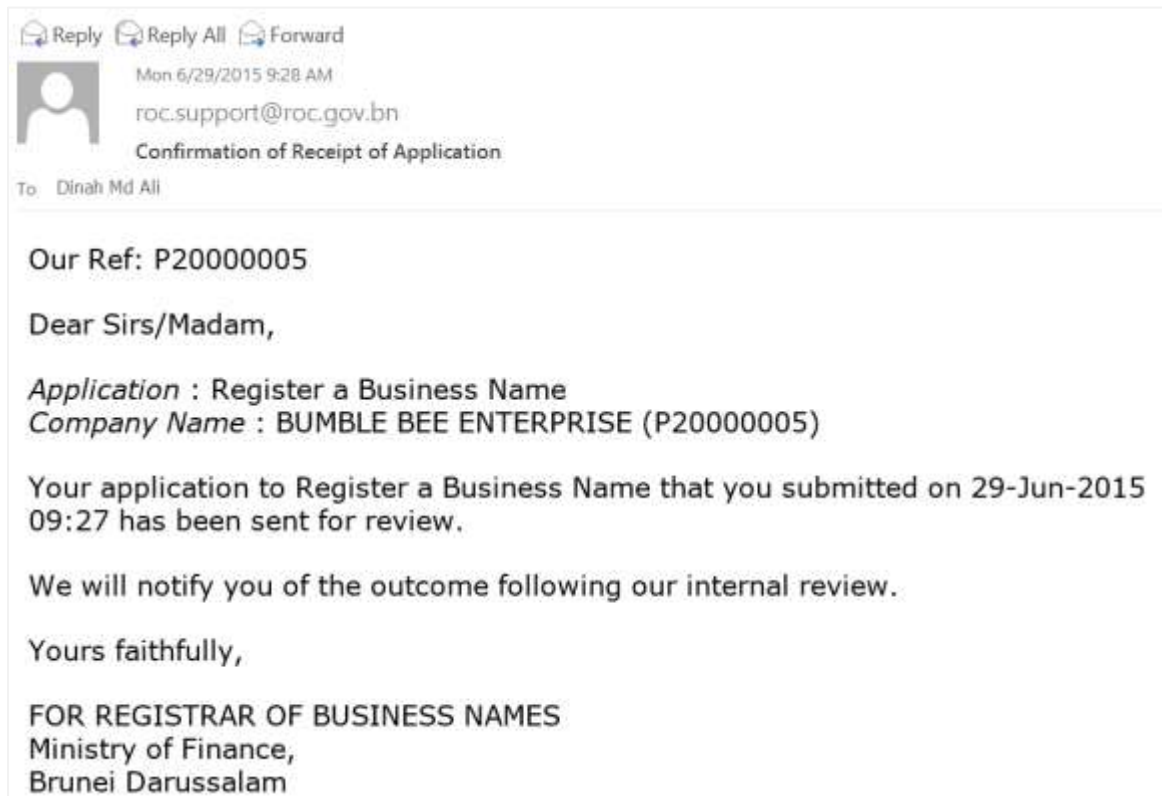
Ok

11. The page will return to the dashboard. Note that the status is now in Review; this means the application has been sent to ROC to undergo their reviewing process.

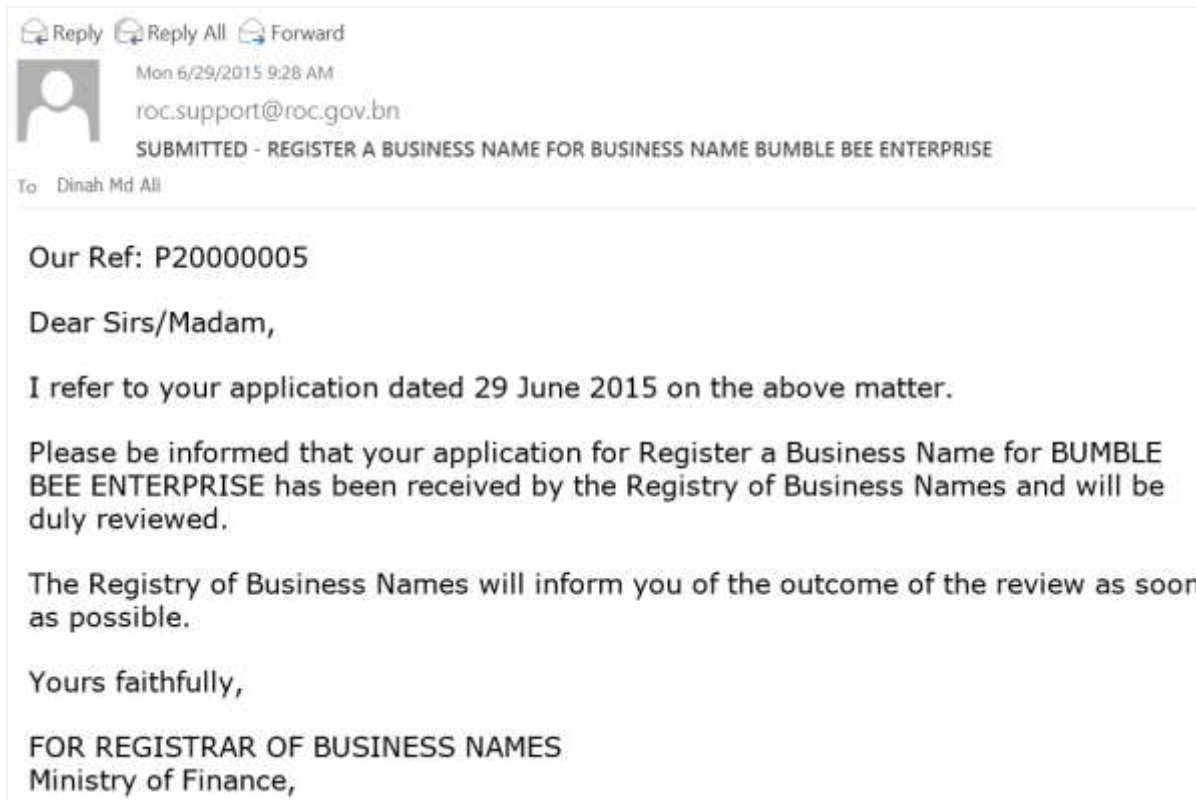
My Unfinished Business 1					
My Recently Finished Business 4					
My Order History 0					
My Reminders 0					
Displaying 1 of 1 results					
	Description	Status	Created	Due Date	Discard
11	Name Reservation for BUMBLE BEE ENTERPRISE	Review	26-Jun-2015		

EMAIL CONFIRMATIONS

12. Applicant will receive an Email Confirmation that the application has been sent to ROCBN.



13. Applicant will receive an Email Confirmation that ROCBN have received the application.



14. When an application has been approved, the applicant will receive an Email Confirmation informing them that the business is registered successfully. Attached to the email is a copy of the Certificate of Registration as well as a copy of the Business Extract, both of which can be saved and printed.

