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:
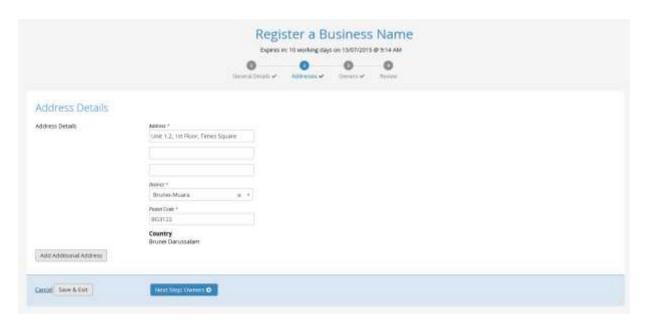
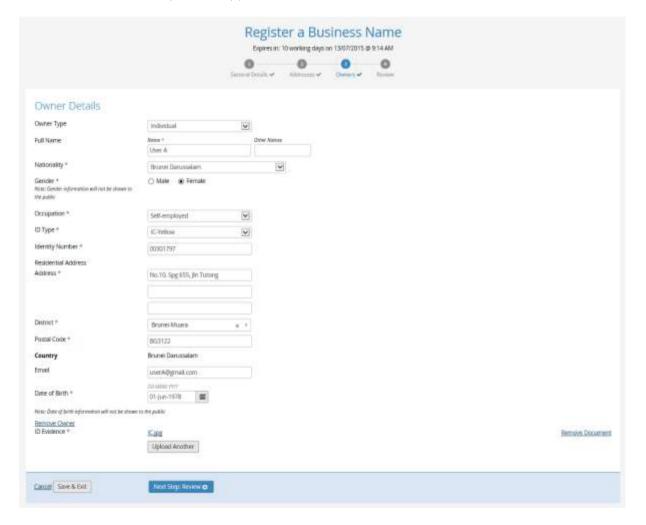1. Select Register a Business Name.

2. Select the reserved name which you would like to register and select your entity type.
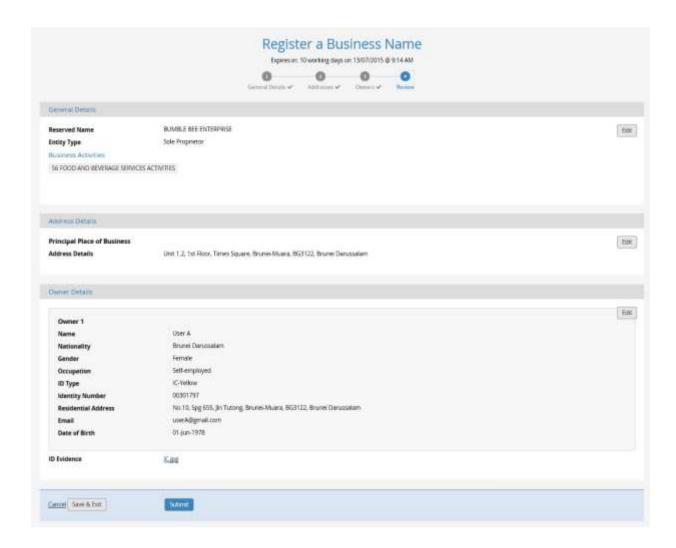
3. Fill in address details.

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

5. Review Business Name details and click submit button.

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**.

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

3. User enters credit card details.

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

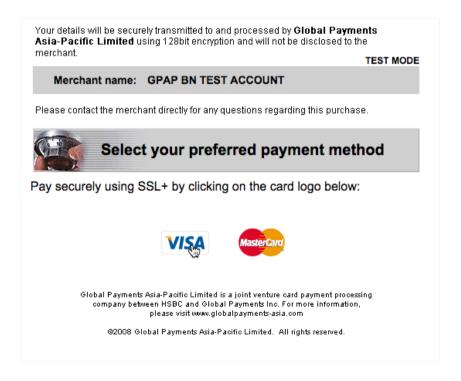5. Payment Confirmation page is displayed containing payment details as well as a copy of the payment receipt which can be saved/printed. Click the **Continue** button.

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

7. 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**.

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

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.

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.

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.

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

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

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.

EMAIL CONFIRMATIONS

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

> ✉ Reply ✉ Reply All ✉ Forward
>
> Mon 6/29/2015 9:28 AM
>
> roc.support@roc.gov.bn
>
> Confirmation of Receipt of Application
>
> To   Dinah Md Ali
>
> Our Ref: P20000005
>
> Dear Sirs/Madam,
>
> *Application* : Register a Business Name
> *Company Name* : BUMBLE BEE ENTERPRISE (P20000005)
>
> Your application to Register a Business Name that you submitted on 29-Jun-2015 09:27 has been sent for review.
>
> We will notify you of the outcome following our internal review.
>
> Yours faithfully,
>
> FOR REGISTRAR OF BUSINESS NAMES
> Ministry of Finance,
> Brunei Darussalam

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

Reply | Reply All | Forward

Mon 6/29/2015 9:28 AM

roc.support@roc.gov.bn

SUBMITTED - REGISTER A BUSINESS NAME FOR BUSINESS NAME BUMBLE BEE ENTERPRISE

To   Dinah Md Ali

Our Ref: P20000005

Dear Sirs/Madam,

I refer to your application dated 29 June 2015 on the above matter.

Please be informed that your application for Register a Business Name for BUMBLE BEE ENTERPRISE has been received by the Registry of Business Names and will be duly reviewed.

The Registry of Business Names will inform you of the outcome of the review as soon as possible.

Yours faithfully,

FOR REGISTRAR OF BUSINESS NAMES
Ministry of Finance,

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.

Mon 6/29/2015 11:26 AM

roc.support@roc.gov.bn

REGISTRATION OF BUSINESS NAME BUMBLE BEE ENTERPRISE

Message | Certificate of Registration - BUMBLE BEE ENTERPRISE.pdf (150 KB) | Business Name Extract - BUMBLE BEE ENTERPRISE.pdf (83 KB)

Our Ref: P20000005

Dear Sirs/Madam,

We refer to your application dated 29 June 2015.

Please be informed that the business name BUMBLE BEE ENTERPRISE is now registered under the Business Names Act (Chapter 92).

Please find attached the Certificate of Registration for a Business Name, along with an extract of the Business Name details.

This certificate is required to be exhibited in a conspicuous position at the principal place of business.

Whenever a change is made or occurs in any of the particulars in respect of which any firm, individual or corporation is registered, changes must be lodged with the Registrar within fourteen (14) days after such change. If any firm, individual or corporation ceases to carry on business or abandons the use of its business name, notice thereof must be lodged with the registrar.

Please note that the first renewal will be due on June 2018.

Yours faithfully,

FOR REGISTRAR OF BUSINESS NAMES
Ministry of Finance,
Brunei Darussalam