

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
POST-INCORPORATION CHANGES**

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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POST INCORPORATION

Company information for all registered company types, both local and foreign can be maintained online via the ROCBN system. Each section within this guide will illustrate the steps required and are similar regardless the company type.

To maintain information on a company, first select the company under the **My Items** list.

The screenshot shows a dashboard with a 'DO IT NOW' sidebar on the left and a 'My Items' list on the right. The 'My Items' list contains several entries, with 'PVT COMPANY A SDN BHD (RC20000125)' highlighted by a red box. Below the list, there are buttons for 'My Unfinished Business', 'My Recently Finished Business', 'My Order History', and 'My Reminders'. The 'My Unfinished Business' button shows '0' items, and the 'My Recently Finished Business' button shows '24' items.

You will then presented with a View of the company selected.

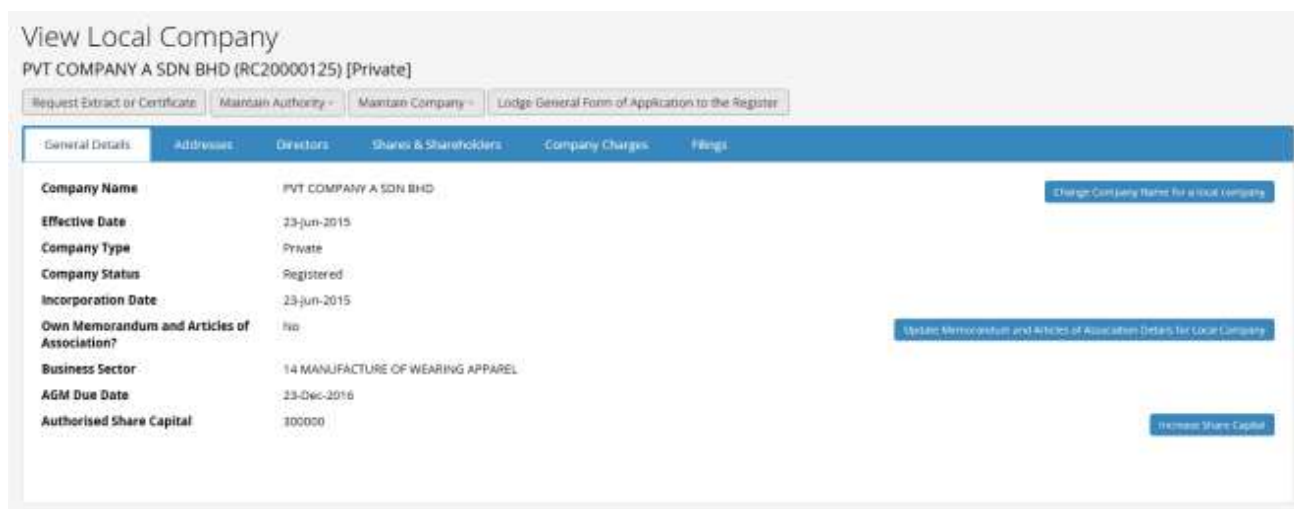
The screenshot shows the 'View Local Company' page for 'PVT COMPANY A SDN BHD (RC20000125) [Private]'. The page has a navigation bar with tabs for 'General Details', 'Addresses', 'Directors', 'Shares & Shareholders', 'Company Charges', and 'Filings'. The 'General Details' tab is active, showing the following information:

Company Name	PVT COMPANY A SDN BHD	Change Company Name for a local company
Effective Date	23-jun-2015	
Company Type	Private	
Company Status	Registered	
Incorporation Date	23-jun-2015	
Own Memorandum and Articles of Association?	No	Update Memorandum and Articles of Association Details for Local Company
Business Sector	14 MANUFACTURE OF WEARING APPAREL	
AGM Due Date	23-Dec-2016	
Authorised Share Capital	100000	Increase Share Capital

GENERAL DETAILS

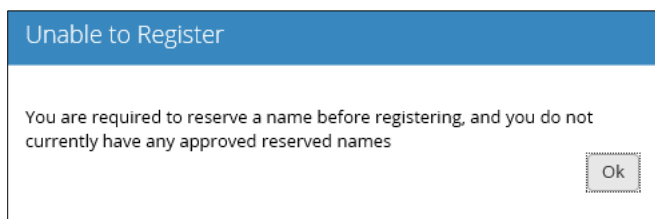
CHANGE COMPANY NAME FOR LOCAL COMPANY

Under the **General Details** tab, click on the **Change Company Name for a local company** button.



A. If a Reserved Name has not been made

1. If there is no reserved name, the following notification will be displayed.



2. Return to the Dashboard and click on Reserve a Company Name.



3. Complete all mandatory details. **Note:** to apply for a reserved name for the intention of changing a company name, please select **Change Name** as illustrated below.

Reserve a Company Name

Public and Private message

Proposed Name
Entity Type * (i) Private Company

Purpose * Change of name

Proposed Name * PVT COMPANY A-STAR SDN BHD

Documents
Supporting Documents Upload

Cancel Submit

4. Proceed to make payment for the application.
5. Email Confirmation will be sent containing the payment receipt.
6. Email Confirmation will be sent confirming application has been submitted to ROCBN
7. Email Confirmation will be sent upon approval of application.
8. Proceed with the following section for next steps.

B. If a Reserved Name has been made

1. If you have an approved reserved name for the purpose of changing the company name then you will be presented with the following page. Select the new company name and complete other mandatory details. Click the **Submit** button.

Change Company Name for a local company

PVT COMPANY A SDN BHD (RC20000125) (Private)

Change Company Name

Company Name PVT COMPANY A SDN BHD

New Company Name * PVT COMPANY A-STAR SDN BHD

Effective Date of Change * 01-Jul-2015

Resolution Date * 01-Jul-2015

Documents
Resolution * Resolution.jpg Remove Document

Supporting Documents Upload

Cancel Submit

2. Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Change Local Company Name for PVT COMPANY A SDN BHD (RC20000125)

Reference: #15F15Cae926692c
Created Date: 01-Jul-2015 13:29:48

Fees

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Local Company Name	PVT COMPANY A SDN BHD	RC2000125	BND85.00	BND0.00	BND85.00

Fees: BND85.00
Paid: BND0.00
Remaining: BND85.00

Transaction Details
Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND85.00
Client Reference:
Payment Method *: Credit Card

Card Transaction id
Authorisation Code

Cancel Continue

9. After completing the payment transaction you will be presented with the Payment Confirmation page. Email Confirmation will be sent upon approval of application. Click the **Continue** button.

Reserve a Name for PVT COMPANY A-STAR SDN BHD

Reference: d3ee542baf0199e
Status: Closed
Created Date: 01-Jul-2015 12:48:53
Code 1: RN-100200
Code 2: PVT COMPANY A-STAR SDN BHD

Fees

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Reserve a company name	PVT COMPANY A-STAR SDN BHD	RN-100200	BND5.00	BND0.00	BND5.00

Fees: BND5.00
Paid: BND5.00
Remaining: BND0.00

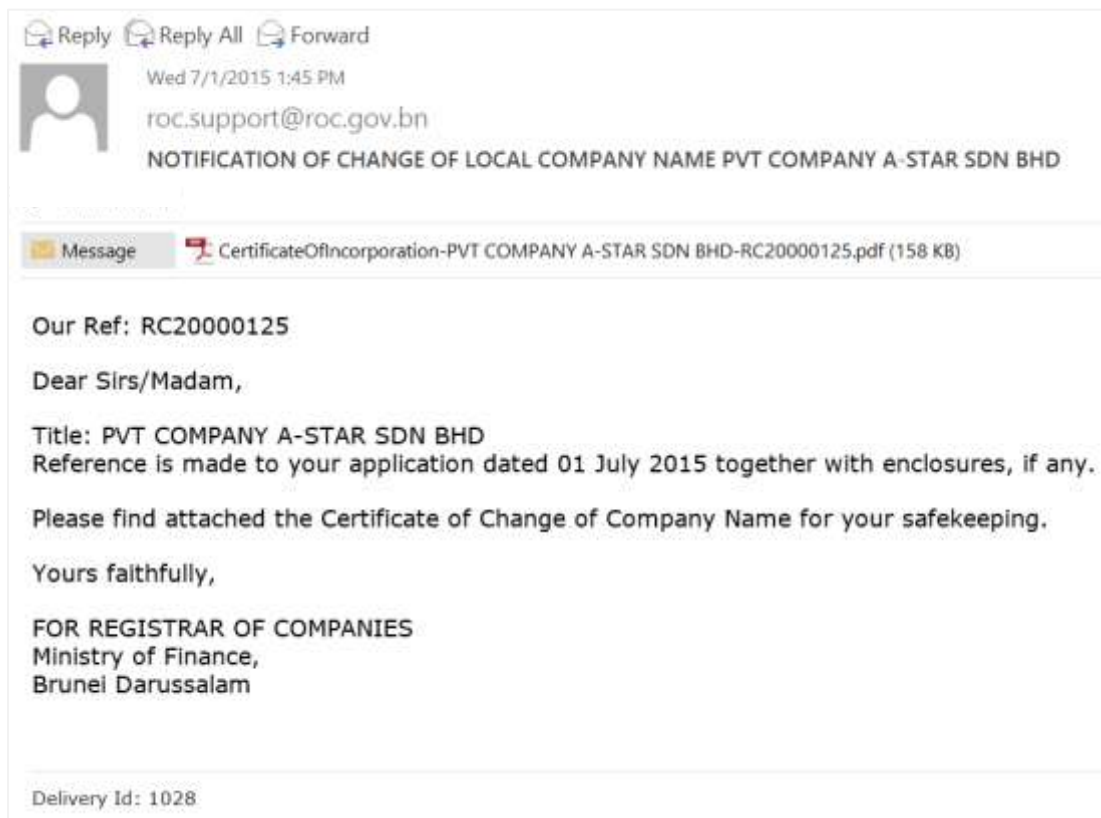
Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
d3ee542baf0199e	UserA	01-Jul-2015	Success	Credit Card	BND5.00

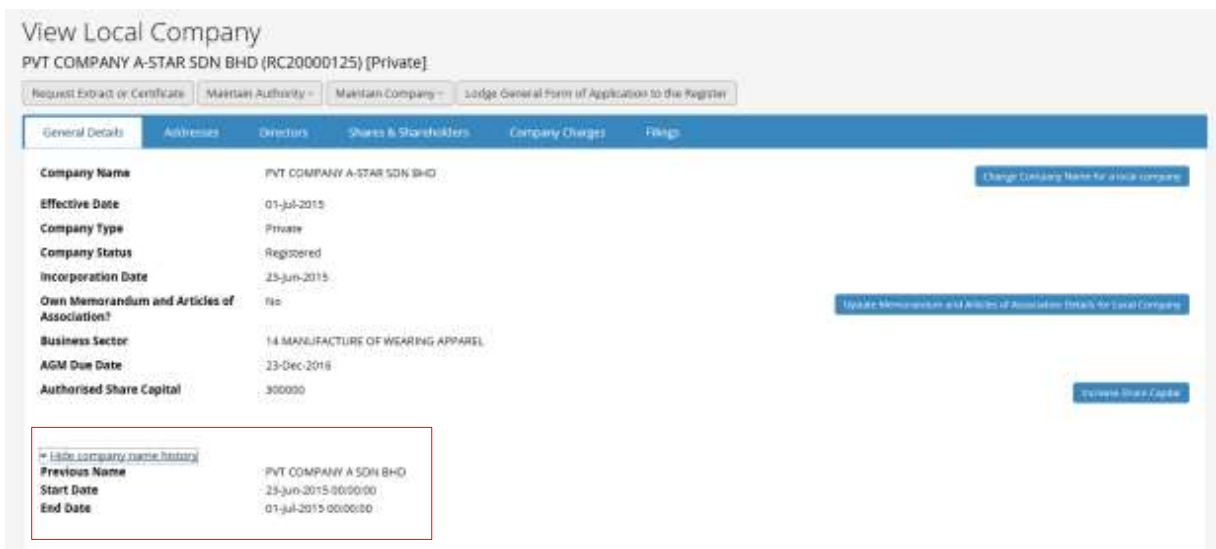
Payment Receipt: [payment_receipt.pdf](#)

Continue

10. An Email Confirmation will be sent upon approval of the application.



11. The previous company name will no longer be listed under **My Items**. Instead it will be replaced with the new company name. However, there will be a history of any company name change as highlighted below.



12. In addition to this, the Filings tab will display all notices with regards to any changes or updates made to company information.



Filing Name	Submitted Date	Registered Date
NOTICE OF UPDATE OF MEMORANDUM AND ARTICLES OF ASSOCIATION	01 Jun 2015 15:14:31	01 Jun 2015 15:15:12
NOTICE OF CHANGE OF LOCAL COMPANY NAME	01 Jun 2015 12:36:41	01 Jun 2015 12:45:07
RESERVE A COMPANY NAME	01 Jun 2015 12:47:48	01 Jun 2015 12:48:48
NOTICE OF REGISTRATION OF CHARGES	24 Jun 2015 11:19:57	24 Jun 2015 12:38:54
INCORPORATION OF PRIVATE COMPANY	23 Jun 2015 11:49:38	23 Jun 2015 11:58:07
RESERVE A COMPANY NAME	23 Jun 2015 11:40:34	23 Jun 2015 11:43:27

UPDATE MEMORANDUM OF ARTICLES OF ASSOCIATION

1. Click on the Update **Memorandum of Articles of Association** button.

View Local Company
PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

Request Extract or Certificate | Maintain Authority | Maintain Company | Lodge General Form of Application to the Registrar

General Details | Addresses | Directors | Shares & Shareholders | Company Changes | Filings

Company Name	PVT COMPANY A-STAR SDN BHD	Change Company Name for a local company
Effective Date	01-Jul-2015	
Company Type	Private	
Company Status	Registered	
Incorporation Date	25-Jun-2015	
Own Memorandum and Articles of Association?	No	Update Memorandum and Articles of Association Details for Local Company
Business Sector	14 MANUFACTURE OF WEARING APPAREL	
AGM Due Date	23-Dec-2016	
Authorised Share Capital	300000	Increase Share Capital

[Hide company name history](#)

Previous Name	PVT COMPANY A SDN BHD
Start Date	25-Jun-2015 00:00:00
End Date	01-Jul-2015 00:00:00

2. Complete all mandatory details and attach the updated Memorandum and Articles of Association document as well as the Court Order. Click the **Submit** button.

Update Memorandum and Articles of Association for Local Company
PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

Constitution
Own Memorandum and Articles of Association? Yes No

Court Order Date *
01-Jul-2015
Court order date - [Print text](#)

Business Sector * 14 MANUFACTURE OF WEARING APPAREL

Documents

Memorandum and Articles of Association * [MMAA.jpg](#) [Remove Document](#)

Please attach the memorandum and articles of association of the company. If this is not in English, then it should be accompanied by a certified translation.

Court Order * [Court Order.jpg](#) [Remove Document](#)

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

- Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Fee Payment

Update Memorandum and Articles of Association for PVT COMPANY A-STAR SDN BHD (RC2000125)

Reference	e782b20b0f385946
Created Date	01 Jul 2015 15:12:59

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Update of Memorandum and Articles of Association	PVT COMPANY A-STAR SDN BHD	RC2000125	BND120.00	BND0.00	BND120.00

Fees: BND120.00

Paid: BND0.00

Remaining: BND120.00

Transaction Details:

Currency: Brunei Darussalam Dollar (BND)

Amount (Payment): BND120.00

Client Reference:

Payment Method:

Credit Card Transaction Details:

Card Transaction Id:

Authorisation Code:

Cancel Continue

- After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

Payment Confirmation

Update Memorandum and Articles of Association for PVT COMPANY A-STAR SDN BHD (RC2000125)

Owner	UserA	Reference	e782b20b0f385946
Applicant Name	UserA	Status	Closed
Charging Application	brunei-companies	Created Date	01 Jul 2015 15:12:59
		Code 1	RC2000125
		Code 2	PVT COMPANY A-STAR SDN BHD

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Update of Memorandum and Articles of Association	PVT COMPANY A-STAR SDN BHD	RC2000125	BND120.00	BND0.00	BND120.00

Fees: BND120.00

Paid: BND120.00

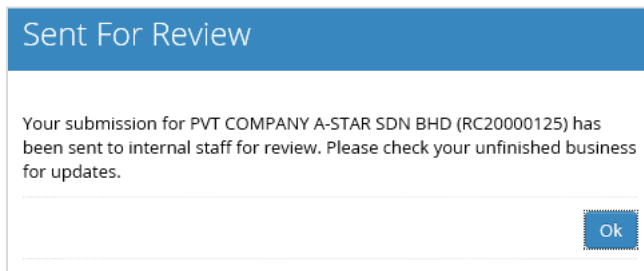
Remaining: BND0.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
8824cd39901ac71	payment receipt.pdf	01-Jul-2015	Success	Credit Card	BND120.00

Continue

- Your application has been sent to ROCBN for review. An Email Confirmation will be sent. Click the **Ok** button.



- You will be returned to the Dashboard. Your application will be shown with Review status under My Unfinished Business.



- Once ROCBN has approved your application, you will receive an Email Confirmation.



- A Notice of Update of Memorandum and Articles of Association will be added to the Filings tab.



INCREASE SHARE CAPITAL

1. Click on the Increase Share Capital button.

The screenshot shows the 'View Local Company' interface for PVT COMPANY A-STAR SDN BHD (RC20000125) (Private). The page has a navigation menu with tabs: General Details, Addresses, Directors, Shares & Shareholders, Company Changes, and Filings. The 'General Details' tab is active, displaying the following information:

Company Name	PVT COMPANY A-STAR SDN BHD	Change Company Name for a local company
Effective Date	01-Jul-2015	
Company Type	Private	
Company Status	Registered	
Incorporation Date	25-Jun-2015	
Own Memorandum and Articles of Association?	No	Update Memorandum and Articles of Association Details for Local Company
Business Sector	14 MANUFACTURE OF WEARING APPAREL	
AGM Due Date	23-Dec-2016	
Authorised Share Capital	300000	Increase Share Capital

Below the main details, there is a section for 'Previous Name' with a link to 'View company name history':

Previous Name	PVT COMPANY A SDN BHD
Start Date	25-Jun-2015 00:00:00
End Date	01-Jul-2015 00:00:00

2. Complete all mandatory details and attach a copy of the Resolution. Click the Submit button.

The screenshot shows the 'Increase Share capital' form for PVT COMPANY A-STAR SDN BHD (RC20000125) (Private). The form contains the following fields and controls:

- Issued Share Capital ***: A text input field containing the value '300000'.
- Resolution Date ***: A date picker showing '01-Jul-2015'.
- Documents**: A section for uploading documents, including a link to 'Resolution.pdf' and a 'Remove Document' button.
- Resolution ***: A button labeled 'Upload Another'.
- Supporting Documents**: A button labeled 'Upload'.
- Cancel**: A button on the left side of the form.
- Submit**: A blue button at the bottom right of the form.

- Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Note:

Fee for Local and Foreign companies is based on the following graduated scale:

- Where share capital ≤ 25000 , fee = \$300
- Where share capital > 25000 and ≤ 500000 , fee = $(300+20(\text{share capital} - 25000)/5000)$
- Where share capital > 500000 and ≤ 1000000 , fee = $(2200 + 10 (\text{share capital} - 500000)/5000)$
- Where share capital > 1000000 and ≤ 50000000 , fee = $(3200 + 5 (\text{share capital} - 1000000)/15000)$
- Where share capital > 50000000 , fee = $(19535 + 3 (\text{share capital} - 50000000)/20000)$

- After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

- Your application has been sent to ROCBN for review. An Email Confirmation will be sent. Click the **Ok** button.

Sent For Review

Your submission for PVT COMPANY A-STAR SDN BHD (RC20000125) has been sent to internal staff for review. Please check your unfinished business for updates.

[Ok](#)

- You will be returned to the Dashboard. Your application will be shown with Review status under My Unfinished Business.

Description	Status	Created	Due Date	Discard
Increase Share capital for PVT COMPANY A-STAR SDN BHD (RC20000125)	Review	01 Jul 2015		

- Once ROCBN has approved your application, you will receive an Email Confirmation.

Our Ref: RC20000125

Dear Sirs/Madam,

I refer to your application dated 01 July 2015 on the above matter.

Please be informed that your application for INCREASE SHARE CAPITAL for PVT COMPANY A-STAR SDN BHD has been reviewed and approved by the Registry of Companies.

Yours faithfully,

FOR REGISTRAR OF COMPANIES
Ministry of Finance,
Brunei Darussalam

- A Notice of Increase of Share Capital will be added to the Filings tab.

View Local Company

PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

[Request Extract or Certificate](#) [Maintain Authority](#) [Maintain Company](#) [Lodge General Form of Application to the Registrar](#)

- General Details
- Addresses
- Directors
- Shares & Shareholders
- Company Changes
- Filings**

Filing Name	Submitted Date	Registered Date
NOTICE OF INCREASE OF SHARE CAPITAL	01 Jul 2015 15:24:19	01 Jul 2015 15:25:45
NOTICE OF UPDATE OF MEMORANDUM AND ARTICLES OF ASSOCIATION	01 Jul 2015 15:14:31	01 Jul 2015 15:15:12
NOTICE OF CHANGE OF LOCAL COMPANY NAME	01 Jul 2015 13:36:41	01 Jul 2015 13:46:07
RESERVE A COMPANY NAME	01 Jul 2015 12:47:45	01 Jul 2015 12:49:40
NOTICE OF REGISTRATION OF CHARGES	24 Jun 2015 11:19:57	24 Jun 2015 12:38:54
INCORPORATION OF PRIVATE COMPANY	23 Jun 2015 11:49:33	23 Jun 2015 11:50:07
RESERVE A COMPANY NAME	23 Jun 2015 11:40:54	23 Jun 2015 11:43:27

ADDRESSES

UPDATE ADDRESS DETAILS

1. Click on the **Update Address Details** button.

View Local Company
PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

Request Extract or Certificate | Maintain Authority | Maintain Company | Lodge General Form of Application to the Registrar

General Details | **Addresses** | Directors | Shares & Shareholders | Company Charges | Filings

Registered Office Address

Start Date: 23-Jun-2015

Registered Office Address: address 1, Brunei-Muara, BG3122, Brunei Darussalam

Update Address Details

Cancel

2. Select the effective date and complete other mandatory address details. Click the **OK** button.

Add

Effective Date * DD-MMM-YYYY

Registered Office Address

Postal Code *
BG3122

Country
Brunei Darussalam

Cancel

OK

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3. Attach a copy of notice of change of address details and click the Submit button.

Update Address Details

PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

Registered Office Address
Effective Date: 23-Jun-2015
Registered Office Address: address 1, Brunei-Muara, BG3122, Brunei Darussalam

+ Hide Pending Addresses
Effective Date: 01-Jul-2015
Registered Office Address: address 1, sempang 1, jalan 1, Brunei-Muara, BG3122, Brunei Darussalam
[Edit](#) [Remove](#)

Resolution Date *
01-Jul-2015

Documents
Notice of Change of Address Details * [View Document](#) [Remove Document](#)
Supporting Documents [upload](#)

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

4. Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Fee Payment Verified by VISA MasterCard SecureCode

Update Address for PVT COMPANY A-STAR SDN BHD (RC20000125)

Reference: 3cfa370d94b0b01e
Created Date: 01-Jul-2015 15:32:35

Fees 427 per site in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Address Details	PVT COMPANY A-STAR SDN BHD	RC20000125	BND10.00	BND0.00	BND10.00

Fees: BND10.00
Paid: BND0.00
Remaining: BND10.00

Transaction Details
Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND10.00
Client Reference:
Payment Method *: Credit Card

Credit Card Transaction Details
Card Transaction Id:
Authorisation Code:

[Cancel](#) [Continue](#)

- After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

Payment Confirmation

Update Address for PVT COMPANY A-STAR SDN BHD (RC20000125)

Owner	UserA	Reference	3cfa270d9485dd1c
Applicant Name	UserA	Status	Closed
Charging Application	brunei-companies	Created Date	01-Jul-2015 15:32:15
		Code 1	RC20000125
		Code 2	PVT COMPANY A-STAR SDN BHD

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Address Details	PVT COMPANY A-STAR SDN BHD	RC20000125	BND15.00	BND0.00	BND15.00

Fees: BND15.00
Paid: BND15.00
Remaining: BND0.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
4712840454792		01-Jul-2015	Success	Credit Card	BND15.00
Payment Receipt	payment_receipt.pdf				

Continue

- Your application has been sent to ROCBN for review. An Email Confirmation will be sent. Click the **Ok** button.

Sent For Review

Your submission for PVT COMPANY A-STAR SDN BHD (RC20000125) has been sent to internal staff for review. Please check your unfinished business for updates.

Ok

- Once ROCBN has approved your application, you will receive an Email Confirmation.

DIRECTORS

UPDATE DIRECTOR DETAILS

1. Under the **Directors** tab, click on the **Update Directors Details** button.

PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

[Request Extract or Certificate](#) [Maintain Authority](#) [Maintain Company](#) [Lodge General Form of Application to the Register](#)

[General Details](#) [Addresses](#) [Directors](#) [Shares & Shareholders](#) [Company Charges](#) [Filings](#)

[Update Director Details](#)

Director 1	
Full Name	Usara
Nationality	Brunei Darussalam
Gender	Female
ID Type	IC-Yellow
Identity Number	324324
Residential Address	address 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	17-Jun-1967
Business Occupation	manager
Email	dinah.ak@bognetworks.com.bn
Appointment Date	23-Jun-2015

Director 2	
Full Name	Director1
Nationality	Brunei Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	78698
Residential Address	address 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	04-Jun-1986
Business Occupation	MANAGER
Email	[Not Supplied]
Appointment Date	23-Jun-2015

Consent Form	copy.png 23-Jun-2015 11:48:07
ID Evidence	file.png 23-Jun-2015 11:48:07
Ordinarily Resident	file.png 23-Jun-2015 11:48:07

[Cancel](#)

- Under each director, you will be able to either cease a director or edit director details.

Update Director Details

PVT COMPANY A-STAR SDN BHD (RC20000125) [Private]

Directors

Director 1	
Full Name	Usara
Nationality	Brunei Darussalam
Gender	Female
ID Type	IC-Yellow
Identity Number	324324
Residential Address	address 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	17-Jun-1987
Business Occupation	manager
Email	dirsh.ak@begnetworks.com.bn
Appointment Date	23-Jun-2015

[Edit Director](#)

- For this example, we illustrate ceasing a director, whereby you will be required to enter a retirement date. Depending on the date you have entered, the Director will no longer have access to view the company in the system. Click the **OK** button.

Cease Director

Full Name	Usara
Retirement Date *	DD-MMM-YYYY 01-Jul-2015 <input type="button" value="📅"/>

- Each company has a requirement to have a minimum of 2 Directors. Since in the previous step we had ceased a Director, a new one must now be added. To do this, click on the **Add another Director** button.

Director 2

Full Name	Director 1
Nationality	Brunei Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	78898
Residential Address	address 1, Brunei-Muara, BG3T22, Brunei Darussalam
Date of Birth	04 Jun 1986
Business Occupation	MANAGER
Email	[Not Provided]
Appointment Date	25 Jun 2015

[Cease Director](#)

[Edit Director](#)

Add another Director

Consent Form [Upload](#)

ID Evidence [Upload](#)

ID Evidence document upload will include ID attach for all new directors

Ordinary Resident [Upload](#)

Resignation/Retirement Letter * [Upload](#)

Resolution * [Upload](#)

Cancel [Submit](#)

5. Complete all mandatory details of the new Director.
Click on **Add this Director** button.

Add

Full Name	Name *	Other Names
	<input type="text" value="Director2"/>	<input type="text"/>
Nationality *	<input type="text" value="Brunei Darussalam"/> ▼	
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female	
<small>Note: Gender information will not be shown to the public</small>		
ID Type *	<input type="text" value="IC-Purple"/> ▼	
Identity Number *	<input type="text" value="00202012"/>	
Residential Address	Address Line 1	
Address *	<input type="text"/>	
	<input type="text"/>	
District *	<input type="text" value="Brunei-Muara"/> ✕ ▼	
Postal Code *	<input type="text" value="BG3122"/>	
Country *	<input type="text" value="Brunei Darussalam"/> ✕ ▼	
Date of Birth *	DD-MMM-YYYY <input type="text" value="12-Jul-1988"/> 📅	
<small>Note: Date of birth information will not be shown to the public</small>		
Business Occupation *	<input type="text" value="MANAGER"/>	
Email	<input type="text"/>	
<small>Please provide a valid email address for any Directors</small>		
Appointment Date *	DD-MMM-YYYY <input type="text" value="01-Jul-2015"/> 📅	
Supporting Documents	<input type="button" value="Upload"/>	

[Cancel](#)

6. As per details in the previous step, the new Director has now been successfully added.

Director 3

Full Name	Director2
Nationality	Brunei Darussalam
Gender	Female
ID Type	IC-Purple
Identity Number	00202012
Residential Address	Address Line 1, Brunei-Muara, BG1122, Brunei Darussalam
Date of Birth	12-Jul-1988
Business Occupation	MANAGER
Email	[Not Provided]
Appointment Date	01-Jul-2015

[Edit Director](#) [Remove Director](#)

[Add another Director](#)

Consent Form *

ID Evidence *

ID Evidence document upload will include ID details for all new directors.

Ordinarily Resident *

Resignation/Retirement Letter *

Resolution *

[Cancel](#)

7. Other mandatory details required for the application to update Director details include the attachment of:
- 1) Consent Form,
 - 2) ID Evidence (of new Director),
 - 3) Ordinarily Resident (If the Director is not a local)
 - 4) Resignation/retirement letter (if a Director is to be ceased)
 - 5) The Resolution

[Add another Director](#)

Consent Form * [Test Doc.docx](#) [Remove Document](#)

ID Evidence * [IC.jpg](#) [Remove Document](#)

ID Evidence document upload will include ID details for all new directors.

Ordinarily Resident * [IC.jpg](#) [Remove Document](#)

Resignation/Retirement Letter * [Test Doc.docx](#) [Remove Document](#)

Resolution * [Resolution.jpg](#) [Remove Document](#)

[Cancel](#)

- Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Verified by

Fee Payment

Update director details for PVT COMPANY A-STAR SDN BHD (RC20000125)

Reference	9bae10a2a7cb35fe
Created Date	01-Jul-2015 15:53:07

Fees All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Director Details	PVT COMPANY A-STAR SDN BHD	RC20000125	BND30.00	BND0.00	BND30.00

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

Transaction Details

Currency: Brunei Darussalam Dollar (BND)

Amount (Payment): BND30.00

Client Reference:

Payment Method *: Credit Card

Credit Card Transaction Details

Card Transaction Id:

Authorisation Code:

Cancel
Continue

- After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

Payment Confirmation

Update director details for PVT COMPANY A-STAR SDN BHD (RC20000125)

Owner	UserA	Reference	9bae10a2a7cb35fe
Applicant Name	UserA	Status	Closed
Charging Application	brunei-companies	Created Date	01-Jul-2015 15:53:07
		Code 1	RC20000125
		Code 2	PVT COMPANY A-STAR SDN BHD

Fees All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Change of Director Details	PVT COMPANY A-STAR SDN BHD	RC20000125	BND30.00	BND0.00	BND30.00

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

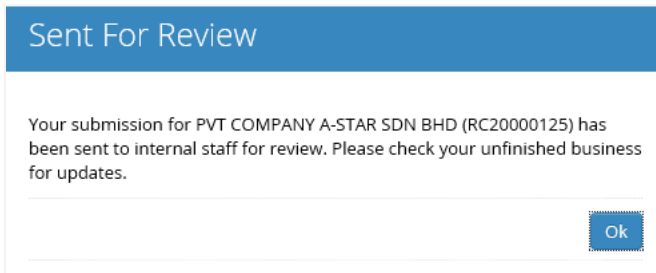
Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
21953483940e34ff		01-Jul-2015	Success	Credit Card	BND30.00

Payment Receipt: [payment_receipt.pdf](#)

Continue

10. Your application has been sent to ROCBN for review. An Email Confirmation will be sent. Click the **Ok** button.



11. Once ROCBN has approved your application, you will receive an Email Confirmation.

SHARES & SHAREHOLDERS

MAINTAIN SHAREHOLDERS

1. Click on the **Maintain Shareholders** button.

View Local Company
PVT COMPANY B SDN BHD (RC20000130) [Private]

Request Extract or Certificate | Maintain Authority | Maintain Company | Lodge General Form of Application to the Registrar

General Details | Addresses | Directors | **Shares & Shareholders** | Company Charges | Filings

Total Number of Shares: 30000 [Maintain Shareholders](#)

Is there more than one class of share for this company? No

Shareholders

Shareholder 1

Shareholder is also a director	No
Full Name	Shareholder A
Nationality	Brunei Darussalam
Gender	Male
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Number of shares	15000
Appointment Date	01-Jul-2015

Shareholder 2

Shareholder is also a director	No
Full Name	Shareholder B
Nationality	Brunei Darussalam
Gender	Male
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Number of shares	15000
Appointment Date	01-Jul-2015

[Cancel](#)

2. Two options are provided, i.e. Transfer Shares and Allotment of Shares

View Local Company
PVT COMPANY B SDN BHD (RC20000130) [Private]

Request Extract or Certificate | Maintain Authority | Maintain Company | Lodge General Form of Application to the Registrar

General Details | Addresses | Directors | **Shares & Shareholders** | Company Charges | Filings

Total Number of Shares: 30000 [Maintain Shareholders](#)

Is there more than one class of share for this company? No

[Transfer Shares](#)
[Allotment of Shares](#)

Transfer of Shares

1. Select the date of the transfer and click the **Submit** button.

Date of Transfer * 01-Jul-2015

Documents
Supporting Documents Upload

Cancel Submit

2. Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Fee Payment

Verified by VISA MasterCard SecureCode

Transfer of Shares for PVT COMPANY B SDN BHD (RC20000130)

Reference	S200ec0a2791161
Created Date	01-Jul-2015 16:31:56

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Transfer of Shares	PVT COMPANY B SDN BHD	RC20000130	BND30.00	BND0.00	BND30.00

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

Transaction Details

Currency: Brunei Darussalam Dollar (BND)

Amount (Payment): BND30.00

Client Reference:

Payment Method*: Credit Card

Credit Card Transaction Details

Card Transaction Id

Authorisation Code

Cancel Continue

3. After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

The screenshot shows a 'Payment Confirmation' page for a 'Transfer of Shares for PVT COMPANY B SDN BHD (RC20000130)'. The page is divided into several sections:

- Transaction Information:** A table with fields for Owner (UserA), Applicant Name (UserA), Charging Application (brunei-companies), Reference (5260e0a27f9141), Status (Closed), Created Date (01-Jul-2015 16:21:56), Code 1 (RC20000130), and Code 2 (PVT COMPANY B SDN BHD).
- Fees:** A table with columns: Description, Subject Name, Subject Number, Line Net Amount, Line Tax Amount, and Line Total Amount. It lists a 'Notice of Transfer of Shares' for BND30.00. A summary shows Fees: BND30.00, Paid: BND30.00, and Remaining: BND0.00.
- Transaction Details:** A table with columns: Reference, Client Reference, Date, Status, Method, and Amount. It shows a successful payment of BND30.00 via Credit Card on 01-Jul-2015, with a link to the payment receipt.

A 'Continue' button is located at the bottom right of the page.

4. The application to Transfer Shares will be sent to ROCBN for review. An Email Confirmation will be sent.
5. Once ROCBN has approved your application, you will receive an Email Confirmation.
6. You will be check the Notice of Transfer of Shares under the Filing tab.

Allotment of Shares

COMPANY CHARGES

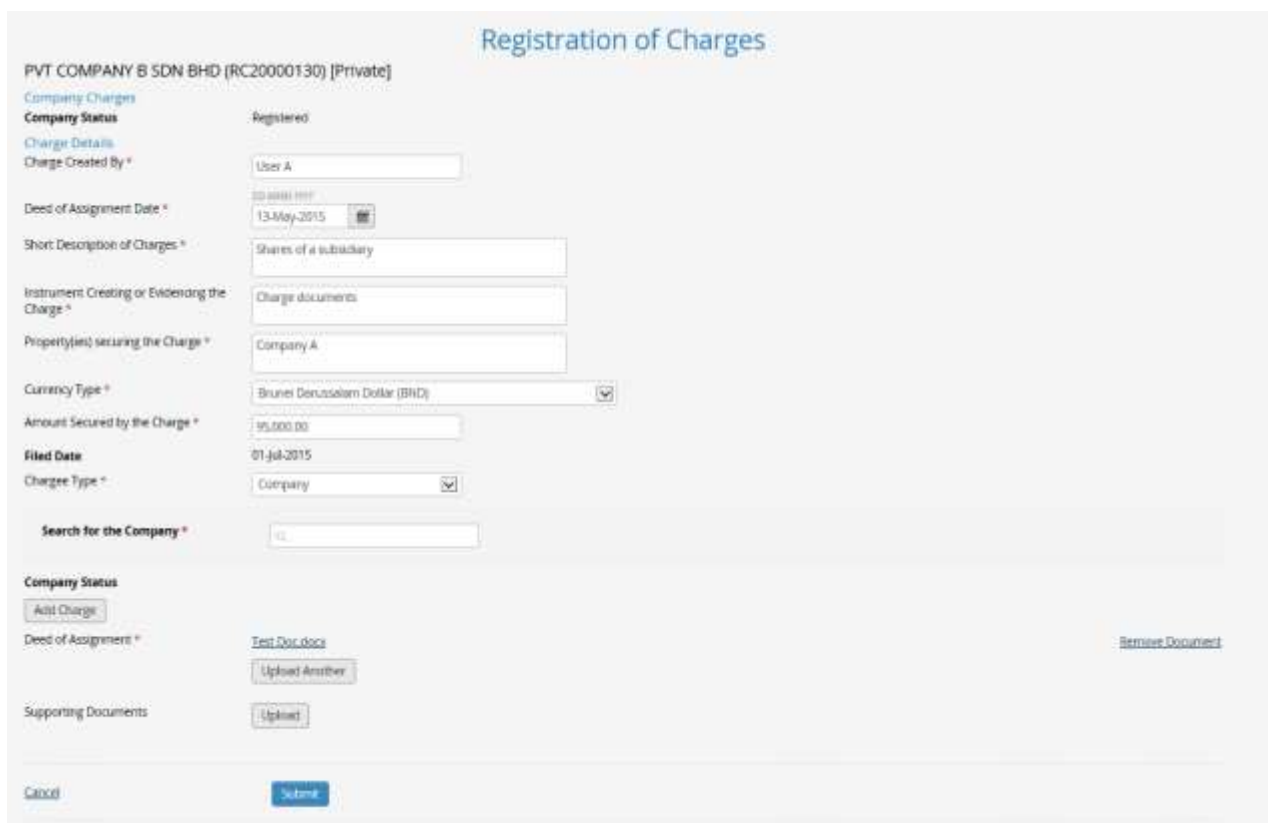
REGISTRATION OF CHARGES

1. Under the Company Charges tab, click on the **Registration of Charges** button.



The screenshot shows the 'View Local Company' interface for 'PVT COMPANY B SDN BHD (RC20000130) [Private]'. At the top, there are navigation buttons: 'Request Extract or Certificate', 'Maintain Authority ~', 'Maintain Company ~', and 'Lodge General Form of Application to the Registrar'. Below these is a horizontal menu with tabs: 'General Details', 'Addresses', 'Directors', 'Share & Shareholders', 'Company Charges', and 'Filings'. The 'Company Charges' tab is selected. In the bottom right corner of the main content area, there is a blue button labeled 'Registration of Charges'.

2. Complete all mandatory details and attach the Deed of Assignment. Click the **Submit** button.



The screenshot shows the 'Registration of Charges' form for 'PVT COMPANY B SDN BHD (RC20000130) [Private]'. The form is titled 'Registration of Charges' and includes the following fields and sections:

- Company Status:** Registered
- Charge Details:**
 - Charge Created By *: User A
 - Deed of Assignment Date *: 13-May-2015
 - Short Description of Charges *: Shares of a subsidiary
 - Instrument Creating or Evidencing the Charge *: Charge documents
 - Property(ies) securing the Charge *: Company A
 - Currency Type *: Brunel Darussalam Dollar (BHD)
 - Amount Secured by the Charge *: 95,000.00
 - Filed Date: 01-Jul-2015
 - Chargee Type *: Company
- Search for the Company *:** A search input field with '01' entered.
- Company Status:** Add Charge
- Deed of Assignment *:** Test Doc.docx (with Remove Document link), Upload Another
- Supporting Documents:** Upload

At the bottom left is a 'Cancel' button and at the bottom right is a 'Submit' button.

3. Proceed to make online payment. For further steps on making payment, please refer to the Payment Options Guide.

Registration of Charges for PVT COMPANY B SDN BHD (RC20000130)

Reference: 26ae13a6be4579b3
Created Date: 01-jul-2015 16:28:09

Fees

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Registration of Charges	PVT COMPANY B SDN BHD	RC20000130	BND75.00	BND0.00	BND75.00
Penalty for late submission	PVT COMPANY B SDN BHD	RC20000130	BND100.00	BND0.00	BND100.00

Transaction Details

Currency: Brunei Darussalam Dollar (BND)
Amount (Payment): BND175.00
Client Reference:
Payment Method:

Cancel

4. After successfully completing the transaction, you will be presented with the Payment Confirmation page. An Email Confirmation containing a copy of the payment receipt will be sent. Click the **Continue** button.

Registration of Charges for PVT COMPANY B SDN BHD (RC20000130)

Owner: UserA
Applicant Name: UserA
Charging Application: brunei-companies

Reference: 26ae13a6be4579b3
Status: Closed
Created Date: 01-jul-2015 16:28:09
Code 1: RC20000130
Code 2: PVT COMPANY B SDN BHD

Fees

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Registration of Charges	PVT COMPANY B SDN BHD	RC20000130	BND75.00	BND0.00	BND75.00
Penalty for late submission	PVT COMPANY B SDN BHD	RC20000130	BND100.00	BND0.00	BND100.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
02193784064159		01-jul-2015	Success	Credit Card	BND175.00

Payment Receipt: [payment_receipt.pdf](#)

5. The application to Transfer Shares will be sent to ROCBN for review. An Email Confirmation will be sent.
6. Once ROCBN has approved your application, you will receive an Email Confirmation.
7. You will be check the Notice of Registration of Charges under the **Filings** tab.

REGISTRATION OF DISCHARGE

1. Under the Company Charges tab, click on the **Registration of Discharge** button. Registration of Discharge only appears if a Registration of Charges is approved.

View Local Company
PVT COMPANY B SDN BHD (RC20000130) [Private]

Request Extract or Certificate | Maintain Authority | Maintain Company | Lodge General Form of Application to the Register

General Details | Addresses | Directors | Shares & Shareholders | **Company Charges** | Filings

Company Charge [Registration of Charges](#)

[Charge Details](#)

Charge Created By	User A	Registration of Discharge
Deed of Assignment Date	13-May-2015	
Charge Code	21	
Short Description of Charges	Shares of a subsidiary	
Instrument Creating or Evidencing the Charge	Charge documents	
Property(ies) securing the Charge	Company A	
Currency Type	Brunei Darussalam Dollar (BND)	
Amount Secured by the Charge	95,000.00	
Filed Date	01-Jul-2015	
Chargee Type	Company	
Company Number		
Company Name		
Residential or Registered Office Address	(Not Provided), Brunei Darussalam	
Company Status	registered	

[Cancel](#)

1. Complete all mandatory details and attach the **Deed of Discharge**. Click the Submit button.

Registration of Discharge

PVT COMPANY B SDN BHD (RC20000130) (Private)

Company Status	registered
Charge Details	
Charge Created By	User A
Deed of Assignment Date	13-May-2015
Charge Code	21
Short Description of Charges	Shares of a subsidiary
Instrument Creating or Evidencing the Charge	Charge documents
Property(ies) securing the Charge	Company A
Currency Type	Brunei Darussalam Dollar (BND)
Amount Secured by the Charge	95,000.00
Filed Date	01-Jul-2015
Chargee Type	Company
Company Number	
Company Name	
Residential or Registered Office Address	(Not Provided), Brunei Darussalam
Release Details	
Date of re-assignment *	01-Jul-2015 <input type="text"/>
Documents	
Deed of re-assignment *	Test Document Remove Document
	<input type="button" value="Upload Another"/>
Supporting Documents	<input type="button" value="Upload"/>

[Cancel](#)

