



ONE•COMMON•PORTAL

**User Guide**  
**Ceasing a Business Name**

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## OCP – Ceasing a Business Name

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### PURPOSE

This user guide acts as a reference for **Cessation of a Business Name** in the One Common Portal.

### GLOSSARY

The following acronyms are used frequently:

Term	Meaning
OCP	One Common Portal
ROCBN	Registry of Companies and Business Names

### FURTHER ASSISTANCE

If you have any questions or issues while using OCP, please call us at +673-2380505 or send an email to [info.rocbn@mofe.gov.bn](mailto:info.rocbn@mofe.gov.bn)

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# OCP – Ceasing a Business Name


<b>CEASE BUSINESS NAME</b>	<b>Applicant</b>
	Online User

Navigate to the OCP dashboard.

The screenshot shows the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the text 'One Common Portal V.Q.4.0 Alpha'. A user profile 'Muhammad Ashraf' is visible in the top right. The main content area is divided into several sections:

- My Entities:** A table with columns for Registration No, Name, User Role, and Status. It lists three entities: 'Abd Events' (Registered), 'Tuition School' (Registered), and 'Steamboat Chronicles' (Registered). The 'Steamboat Chronicles' row is highlighted with a red box, and a red '1' is next to its status.
- Unfinished Businesses:** A section showing a draft application for 'Station 103' with 05 days remaining.
- Finished Businesses:** A section showing approved and rejected applications for 'Abd Events' and 'Steamboat Chronicles'.
- Correspondence Details:** A section showing payment and penalty information for 'Super Kids Toys' and 'ABC Computer Services'.

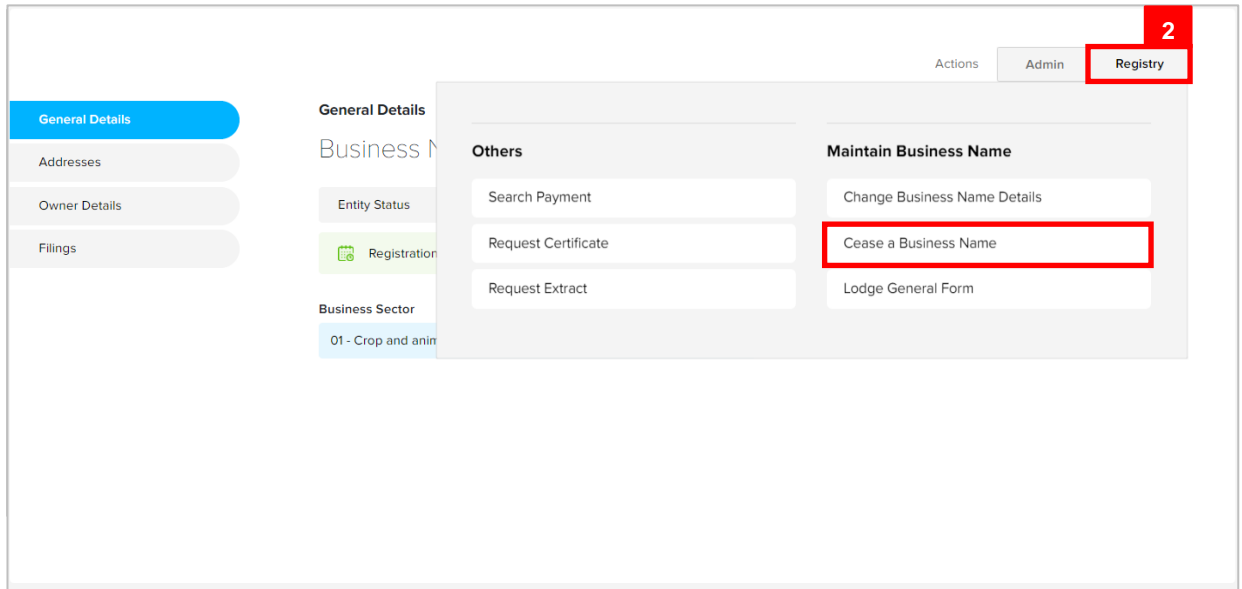
Registered business name will be displayed under the **My Entities** section or by clicking on

the  icon .

1. Click on a registered **Business Name** (Registration name starts with P).

# OCP – Ceasing a Business Name

The **General Details** page will be displayed.



2. Click on the **Registry** tab and click on **Cease a Business Name**.


## OCP – Ceasing a Business Name

The **Change Business Name Details** page will appear.

The screenshot shows a web form titled "Cease a Business Name". It contains three main input fields: "Reason for Cessation \*", "Declaration Date", and "Letter of Cessation \*". The "Reason for Cessation" dropdown is set to "Ceased to carry on business." and is highlighted with a red box and the number 3. The "Declaration Date" is set to "17-Oct-2020" and is highlighted with a red box and the number 4. The "Letter of Cessation" field has an "Upload File" button and a file named "Cessation Declaration.pdf" is uploaded. A red box and the number 5 highlight the "Submit" button at the bottom right of the form.

3. Enter the details for **Cease a Business Name** section as per the example below.

Field	Example
Reason for Cessation	Ceased to carry on business
Declaration Date	17-Oct-2020 <i>Default to today's date. Date must be greater than registration date. Date cannot be future date.</i>

4. Click on the  to upload the **Letter of Cessation**.

5. Click on the  button.

# OCP – Ceasing a Business Name

You will be redirected to the OCP dashboard page.

### My Entities

Registration No	Name	User Role	Status
P00000027	Abd Events and Entertainment	BusinessOwner	<a href="#">Registered</a>
P00000026	Tuition School	BusinessOwner	<a href="#">Registered</a>
P00000025	Steamboat Chronicles and Friends	BusinessOwner	<a href="#">Registered</a>

[View All](#)

### Unfinished Businesses

**Draft** 16-Oct-2020

Application No **CRS20101616**

**Bar and Grills**

**05** Days Remaining 14 Days

Complete your business registration process before cancellation

[View Details](#)

### Finished Businesses

**Approved** 16-Oct-2020

Application No **CRS20101618**

**Steamboat Chronicles and Friends**

**Approved** 16-Oct-2020

Application No **CRS20101617**

**Steamboat Chronicles and Friends**

### Correspondence Details

No Information Available

**Payment** [View All](#)

Super Kids Toys  
Address Change **30 BND**

Paid on **25 May 2020** Online

**Penalty** [View All](#)

ABC Computer Services  
Renewal Restrastion **30 BND**

Paid on **25 May 2020**

### Unfinished Businesses

**NOTE**

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	<b>CRS2010171</b>	Steamboat Chronicles and Friends	Cease Business Name	<a href="#">Pending Review</a>
16-Oct-2020	<b>CRS20101616</b>	Bar and Grills	Register a Business Name	<a href="#">Draft</a>
15-Oct-2020	<b>CRS2010156</b>	Steamboat Chronicles and Friends	Change Business Name Details	<a href="#">Draft</a>

[View All](#)

### Finished Businesses

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CRS20101618</b>	Steamboat Chronicles and Friends	Change Business Name Details	<a href="#">Approved</a>
16-Oct-2020	<b>CRS20101617</b>	Steamboat Chronicles and Friends	Change Business Name Details	<a href="#">Approved</a>
16-Oct-2020	<b>CRS2010168</b>	Puzzles	Register a Business Name	<a href="#">Approved</a>

[View All](#)

## Note:

- The submitted application Cease a Business Name will be displayed under the **Unfinished Business** section.
- The [Pending Review](#) button indicates that the application is currently pending review.
- This indicates that the application has been paid and has been submitted for review/approval to ROCBN.

## OCP – Ceasing a Business Name

After **approval** has been made, applicant will receive an email **Approved – Cease Business Name**.

### Approved - Cease Business Name For Steamboat Chronicles and Friends



گمترین کواغن دان ایگونومی  
MINISTRY OF FINANCE AND ECONOMY  
BRUNEI DARUSSALAM

One  
Common  
Portal

Reference No: **P00000025**

Sending Date: **17 Oct 2020**

### Steamboat Chronicles and Friends

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Dear Sir/Madam,

Please be informed that the submitted **Cease Business Name** for **Steamboat Chronicles and Friends** has been reviewed and approved by Registry of Business Name.

Yours faithfully,

**FOR REGISTRAR OF Business Name**  
Ministry of Finance and Economy,  
Brunei Darussalam

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Please do not reply to this email.  
Emails sent to this address will not be answered.



# OCP – Ceasing a Business Name

After **approval** has been made:

**My Entities**

Registration No	Name	User Role	Status
P0000027	Abd Events and Entertainment	BusinessOwner	Registered
P0000026	Tuition School	BusinessOwner	NOTE
P0000025	Steamboat Chronicles and Friends	BusinessOwner	Ceased

[View All](#)

**Unfinished Businesses**

**Draft** 16-Oct-2020

Application No **CRS20101616**

**Bar and Grills**

**05** Days Remaining 14 Days

Complete your business registration process before cancellation

[View Details](#)

**Approved** 17-Oct-2020

Application No **CRS2010171**

**Steamboat Chronicles and Friends**

**Approved** 16-Oct-2020

Application No **CRS20101618**

**Steamboat Chronicles and Friends**

**Correspondence Details**

No Information Available

**Payment** View All  
Super Kids Toys Address Change 30 BND  
Paid on **25 May 2020** Online

**Penalty** View All  
ABC Computer Services Renewal Restration 30 BND  
Paid on **25 May 2020**

**Unfinished Businesses**

Application Date	Application No.	Entity Name	Description	Status
16-Oct-2020	<b>CRS20101616</b>	Bar and Grills	Register a Business Name	Draft
15-Oct-2020	<b>CRS2010156</b>	Steamboat Chronicles and Friends	Change Business Name Details	Draft
15-Oct-2020	<b>CRS2010154</b>	Steamboat Chronicles and Friends	Change Business Name Details	Draft

[View All](#)

**Finished Businesses**

Application Date	Application No.	Entity Name	Description	Status
17-Oct-2020	<b>CRS2010171</b>	Steamboat Chronicles and Friends	Cease Business Name	Approved
16-Oct-2020	<b>CRS20101618</b>	Puzzles	Register a Business Name tails	Approved
16-Oct-2020	<b>CRS20101617</b>	Life and Bar	Register a Business Nameetails	Approved

[View All](#)

**NOTE**

## Note:

- After approval has been made, the business name will be displayed under the **My Entities** section with the status **Ceased**.
- After approval has been made, the business name will be displayed under the **Finished Business** section with the status **Approved**.
- The business name will be available to be used and registered as a new business name.