

ONE • COMMON • PORTAL

User Guide Request Certificate

OCP – Request Certificate

PURPOSE

This user guide acts as a reference for requesting a certificate 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**

Table of Content

Topics	Page
Request Certificate	<u>4</u>

OCP – Request Certificate

	Applicant
REQUEST CERTIFICATE	Online User

Navigate to the OCP dashboard.

			+ New Entity	
My Entities				
Registration No Name			User Role	1
P30000070 KROM			Business Owner	Registered
	Vie	ew All		
Unfinished Businesses	Finished Businesses	Correspondence Details		
	Approved 09-Jan-2021			
	KROM	Currently dor	n't have any information to show	
		Payment	Penalty	
Currently don't have any unfinished businesses to show				
		Currently don't have any information to show	w Currently don't have	any information to show
			Specifies with the me Topotory Topotory	<image/> Image: Control of the service of

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

the		icon .
	My Entities	

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

OCP – Request Certificate

The General Details page will be displayed.

General Details Maintain Business Name Addresses Entity Status Registered Search Payment Change Business Name Filings Registration Date 09 Request Certificate Cease a Business Name Business Sector 99 - Activities of extraterritorial organization and bodies Details	General Details General Details Maintain Business Name Addresses Image: Sector Search Payment Change Business Name Filings Entity Status Registered Request Certificate Cease a Business Name Business Sector Business Sector Utities of extraterritorial and bodies				2 Actions Admin Registry
Addresses KROM P30000070 Others Maintain Business Name Owner Details Entity Status Registered Search Payment Change Business Name Filings Registration Date 09 Request Certificate Cease a Business Name Business Sector Usiness Sector Lodge General Form 99 - Activities of extraterritiorial organization and bodies Search Payment Lodge General Form	Addresses KROM P30000070 Others Maintain Business Name Owner Details Entity Status Registered Search Payment Change Business Name Filings Registration Date 09 Request Certificate Cease a Business Name Business Sector Usiness Sector Lodge General Form 99 - Activities of extraterrition and bodies Sectivities of extraterrition and bodies	General Details	General Details		
Owner Details Entity Status Registered Filings Registration Date 09 Business Sector 99 - Activities of extraterritional organization and bodies	Owner Details Entity Status Registered Filings Registration Date 09 Business Sector 99 - Activities of extraterritional bodies	Addresses	KROM рзооооо 70	Others	Maintain Business Name
Filings Registration Date 09- Request Extract Cease a Business Name Business Sector 99 - Activities of extraterritiorial organization and bodies	Filings Registration Date 09- Request Extract Cease a Business Name Business Sector 99 - Activities of extraterritiorial organization and bodies	Owner Details	Entity Status Registered	Search Payment	Change Business Name Details
Business Sector 99 - Activities of extraterritionial organization and bodies	Business Sector 99 - Activities of extraterritionial organization and bodies	Filings	Registration Date 09-	Request Certificate	Cease a Business Name
99 - Activities of extraterritionial organization and bodies	99 - Activities of extraterritiorial organization and bodies		Business Sector		Lodge General Form
			99 - Activities of extraterritiorial	organization and bodies	

2. Click on the Registry tab and click on Request Certificate

		Actions	Admin Registry
General Details	General Details		
Addresses	KROM P30000070		
Owner Details	Entity Status Registered	Business Name Type	Sole Proprietor
Filings	Registration Date 09-Jan-2021	🛗 Renewal Due Date	08-Jan-2022
	Business Sector		
3	99 - Activities of extraterritiorial organization and bodies		
Entity Certificate (1).pdf			

3. The certificate should now be downloaded, double-click to view the certificate.

The Certificate of Registration

