

FREQUENTLY ASKED QUESTIONS

After I have filed the changes online, how can I obtain the updated business profile?

Upon submitting the changes online, you will be receiving an email notification immediately stating that your application will be duly reviewed. Once the application is approved, an email containing the business extract will be sent to you immediately.

Who can notify ROC of the changes?

The sole proprietor or the partner of the business name can personally make the transactions for the changes.

Is a consent letter necessary?

It is compulsory to upload a consent letter for transactions such as adding new partners and withdrawal of partners. Your application may be returned or rejected should you do not comply.

BUSINESS HOURS

Monday - Thursday, Saturday

8.00 am — 3.30 pm

C O N T A C T U S

REGISTRY OF COMPANIES AND BUSINESS NAMES DIVISION

Level 1, Island Block, Ministry of Finance Building

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GUIDE TO FILING OF CHANGES FOR BUSINESS NAMES

Registry of Business Names
Ministry of Finance
Brunei Darussalam



The Registry of Business Names must be notified of any changes to the registered particulars of a business name. This applies to all business names (sole proprietorships and partnerships) registered in Brunei Darussalam.

WHEN MUST ROCBN BE NOTIFIED OF ANY CHANGE?

Any change in the registered particulars of the Business Name must be notified **within 14 days** after such change has occurred.

How do I notify the Registry of the change?

You can choose one of the following ways to notify the Registry of the change.

- Submit an online transaction via www.roc.gov.bn (see next page: Step by step process for filing of changes for Business Names)

NOTE: Certain changes, including the addition or withdrawal of partners, require the consent of all the partners.

The following explains the **different changes** that can be made:

Type of change / Description of change	Consent by
Change of business name	Sole-proprietor/ Partner
Cessation of business name	Sole-proprietor/ Partner
Adding new partners	All partners including the new partner(s)
Withdrawal of partners	All partners including the withdrawing partner(s)

WHAT ARE THE REQUIRED DOCUMENTS?

Type of change / Description of change	Required Documents
Adding new partners	<ul style="list-style-type: none"> • Signed copy of new partner's NRIC(s) • Signed resolution letter from all the existing owners/partners
Withdrawal of partners	All partners including the withdrawing partner(s)

STEP BY STEP PROCESS FOR FILING OF CHANGES FOR BUSINESS NAMES



STEP 1 - LOG ON

- Log on to www.roc.gov.bn to register a Business Name
- Search and select the Business Name to be updated



STEP 2 - CHANGE BUSINESS NAME DETAILS

- Under the Register a Business Name tab:
 - select "Change Business Name Details"
 - Fill in Online form & upload required documents
 - Click Submit



STEP 3 - MAKE PAYMENT

- Make online payment / Pay over the counter with record of the application having reference RN-1XXXXX
- Upon successful payment, an email will be sent to notify that the application is yet to be reviewed.

***It is important not to refresh or click the back button when payment is being processed**



CHANGED!

- Once your application to Change your Business Name Details has been approved, an email will be sent with the Certificate of Registration* / Business Extract* attached.

• (*) If applicable

PAYMENT

How much are the fees?

One transaction can be used to notify multiple changes. A filing fee of B\$30.00 is payable for all updates.

How do I pay for the transactions?

You can make payment by the following modes:

- Credit card and Debit Card (Visa/ Mastercard)
- Cheque
- Cash (over ROCBN counter)

WHAT ARE THE TYPES OF CHANGES THAT MUST BE FILED WITH THE REGISTRY?

- Change of Business Name
- Change of Owner(s) details
- Change of Owner address
- Change of Business Ownership structure
- Change of Business Sector