

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
COMPANY INCORPORATION**

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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COMPANY INCORPORATION

The ROCBN system now provides the service of company incorporation online for the following company types:

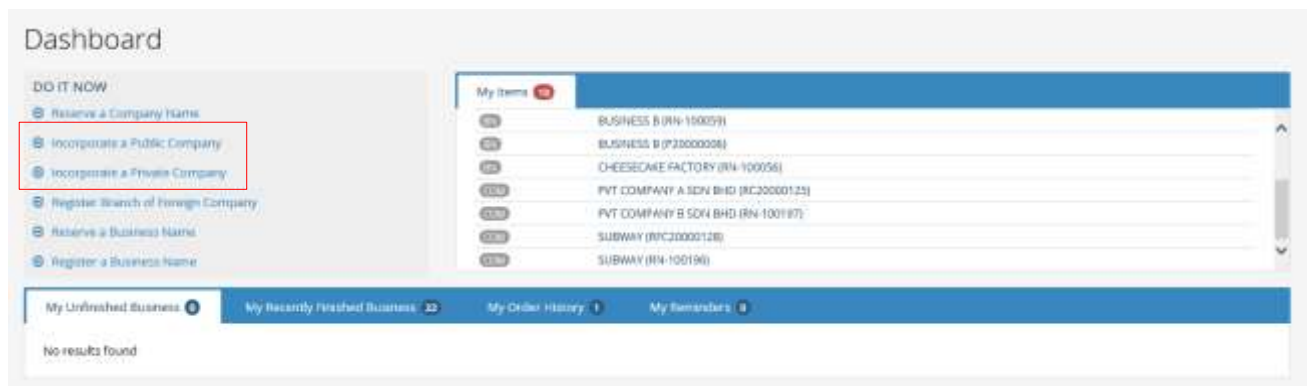
1. Incorporation of a Private Company
2. Incorporation of a Public Company and,
3. Registering of a Branch of a Foreign Company

This guide will present you with the steps on how to complete the application for each of these services. **Note** that prior to completing an application for company incorporation, an applicant must first have an approved reserved name.

STEPS TO INCORPORATE A PRIVATE OR PUBLIC COMPANY

Note that the application and steps to incorporate a Private or Public company are the similar and therefore have been combined in the illustrations below.

1. On the Dashboard, click on either Incorporate a Private Company or Public Company from the list of services on the left.



- You will be presented with the application. Complete all mandatory General Details. Click **Next Step** button to proceed.

The screenshot shows the 'Incorporate a Private Company' application form. At the top, a progress bar indicates the current step is 'General Details' (Step 1 of 5). The form includes the following fields:

- Reserved Name ***: PVT COMPANY B SDN BHD
- Own Memorandum and Articles of Association?**: Yes (selected), No
- Memorandum and Articles of Association ***: MMA.pdf (with a 'Remove Document' link)
- Business Sector ***: 47 RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
- Authorized Share Capital ***: 50000
- Supporting Documents**: Upload button

At the bottom, there are 'Cancel', 'Save & Exit', and 'Next Step: Address' buttons.

- Complete all mandatory Address Details.

The screenshot shows the 'Incorporate a Private Company' application form. At the top, a progress bar indicates the current step is 'Addresses' (Step 2 of 5). The form includes the following fields:

- Registered Office Address**
 - Address ***
 - Address Line 1
 -
 -
 - State ***: Brunei-Muara
 - Postal Code ***: BQ3122
 - Country**: Brunei Darussalam

At the bottom, there are 'Cancel', 'Save & Exit', and 'Next Step: Directors' buttons.

4. Complete all mandatory Director Details.

Incorporate a Private Company

Expires Inc 10 working days on 13/07/2015 @ 9:30 AM

1 General Details ✓ 2 Addresses ✓ 3 **Directors** ✓ 4 Shares & Shareholders ⚠ 5 Review

Directors

Director 1

Full Name	SAMUEL KAY
Nationality	Brunel Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	00319100
Residential Address	ADDRESS LINE 1, ADDRESS LINE 2, Brunel-Muara, BG3122, Brunel Darussalam
Date of Birth	15-Jul-1980
Business Occupation	MANAGER
Email	[Not Provided]

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

Director 2

Full Name	JANE LIM
Nationality	Brunel Darussalam
Gender	Female
ID Type	IC-Purple
Identity Number	0026202
Residential Address	ADDRESS LINE 1, ADDRESS LINE 2, Brunel-Muara, BG3122, Brunel Darussalam
Date of Birth	21-Jul-1980
Business Occupation	MANAGER
Email	[Not Provided]

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

Consent Form *	IC.jpg <input type="button" value="Upload Another"/>	Remove Document
ID Evidence *	IC.jpg <input type="button" value="Upload Another"/>	Remove Document
Ordinarily Resident *	IC.jpg <input type="button" value="Upload Another"/>	Remove Document

5. Complete all mandatory Shares & Shareholders details.

Incorporate a Private Company

Expires in: 10 working days on 15/07/2015 @ 9:50 AM

1 General Details ✓ 2 Address ✓ 3 Directors ✓ 4 Shares & Shareholders ✓ 5 Review

Shares & Shareholders

Authorized Share Capital 30000

Is there more than one class of share for this company? Yes 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

[Edit Shareholder](#) [Remove Shareholder](#)

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

[Edit Shareholder](#) [Remove Shareholder](#)

[Add another Shareholder](#)

[Cancel](#) [Save & Edit](#)[Next Step: Review](#)

6. User is expected to review the entire application prior to submission to ensure there are no errors in the application, all details provided are correct and all required supporting documentation has been attached. By doing so, you will reduce the probability of have your application returned for revision.

Note: If you are unable to submit your application or you find that there is no submit button, this is most likely because the application has an error or missing information, review the application again and correct these.

Incorporate a Private Company

Expires in: 10 working days on 15/07/2015 @ 9:55 AM

General Details Address Directors Shares & Shareholders Review

General Details

Reserved Name	PVT COMPANY B SDN BHD	Edit
Own Memorandum and Articles of Association?	Yes	
Memorandum and Articles of Association	MMA.pdf	
Business Sector	47 RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES	
Authorised Share Capital	30000	

Address

Registered Office Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam	Edit
---------------------------	---	----------------------

Directors

Director 1		Edit
Full Name	SAMUEL IKH	
Nationality	Brunei Darussalam	
Gender	Male	
ID Type	IC-Pelajar	
Identity Number	00319100	
Residential Address	ADDRESS LINE 1, ADDRESS LINE 2, Brunei-Muara, BG3122, Brunei Darussalam	
Date of Birth	15-jul-1988	
Business Occupation	MANAGER	
Email	[Not Provided]	
Director 2		
Full Name	JANI LIM	
Nationality	Brunei Darussalam	
Gender	Female	
ID Type	IC-Purple	
Identity Number	0020002	
Residential Address	ADDRESS LINE 1, ADDRESS LINE 2, Brunei-Muara, BG3122, Brunei Darussalam	
Date of Birth	21-jul-1988	
Business Occupation	MANAGER	
Email	[Not Provided]	

Consent Form [\[Edit\]](#)
ID Evidence [\[Edit\]](#)
Ordinary Resident [\[Edit\]](#)

Shares & Shareholders

Authorised Share Capital	30000	Edit
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	10000	

7. Check the declaration box and click the Submit button.

Shareholder 2

Shareholder is also a director	No
Full Name	Shareholder B
Nationality	Brunei Darussalam
Gender	Male
Residential Address	Address Line 1, Brunei-Muara, BG5122, Brunei Darussalam
Number of shares	15000

Declaration

I, being an advocate, director, secretary of the company, hereby declare that all requirement of the Companies Act (Chapter 39) in respect of matters precedent to the registration of the said company incidental thereto have been complied with.

* I hereby declare that the information provided to the Registrar of Companies is true and correct.

[Cancel](#) [Save & Exit](#) [Submit](#)

8. Proceed with online payment for application (For further steps on payment, please refer to the Payment Options Guide. This includes steps on making payment over the counter).

Fee Payment

Verified by **VISA** MasterCard **SecureCode**

Incorporate a Private Company for PVT COMPANY B SDN BHD (RC20000130)

Reference	9768b065ca3e00dd
Created Date	01-Jul-2015 10:00:23

Fees

All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Incorporation of Private Company	PVT COMPANY B SDN BHD	RC20000130	BND300.00	BND0.00	BND300.00

Transaction Details

Currency	Brunei Darussalam Dollar (BND)
Amount (Payment)	BND300.00
Client Reference	<input type="text"/>
Payment Method *	<input type="text" value="Credit Card"/>

Credit Card Transaction Details

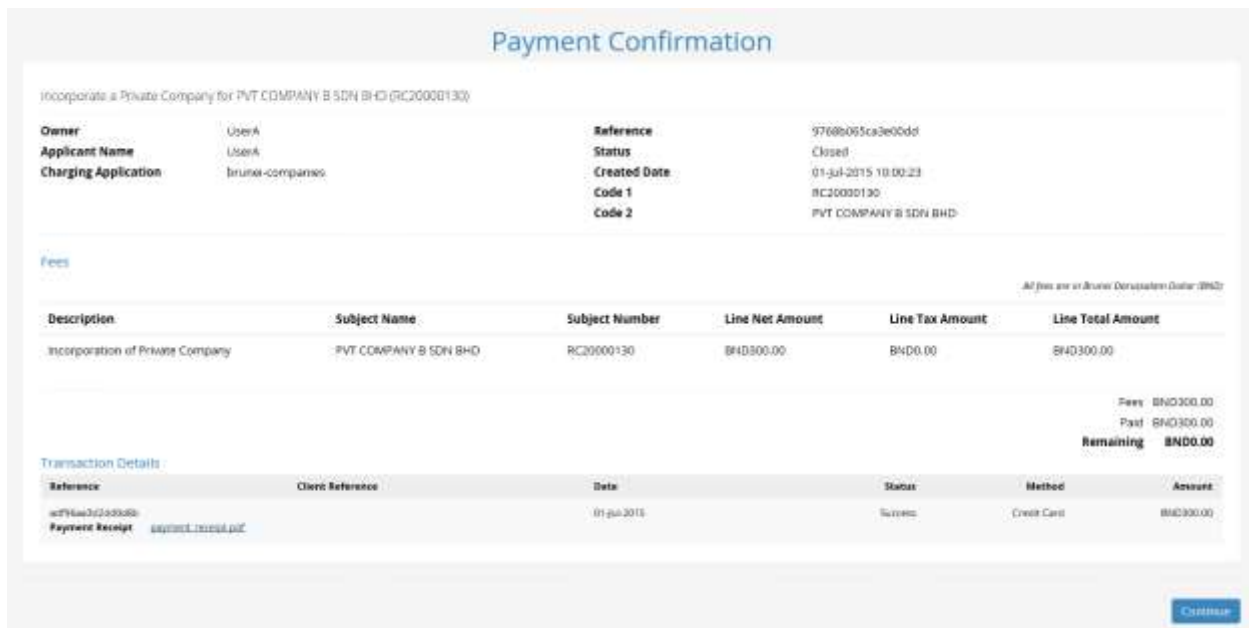
Card Transaction Id

Authorisation Code

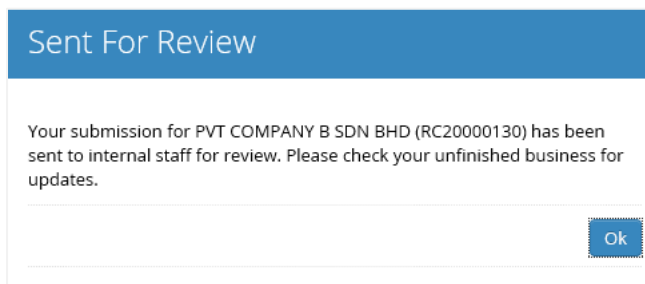
[Cancel](#) [Continue](#)

Fees: BND300.00
Paid: BND0.00
Remaining: BND300.00

- Upon successful payment online, you will be presented with the payment confirmation page. An Email Confirmation will also be sent containing a copy of the payment receipt. Click **Continue** button.



- User will receive notification that application has been sent to ROCBN. An Email Confirmation will also be sent. Click **Ok** button.



- User will be returned to the Dashboard. Application and its status can be viewed under My Unfinished Business.



12. Once ROCBN has approved the application, an Email Confirmation will be sent confirming that the company has been successfully incorporated. A copy of the Certificate of Incorporation will also be attached.



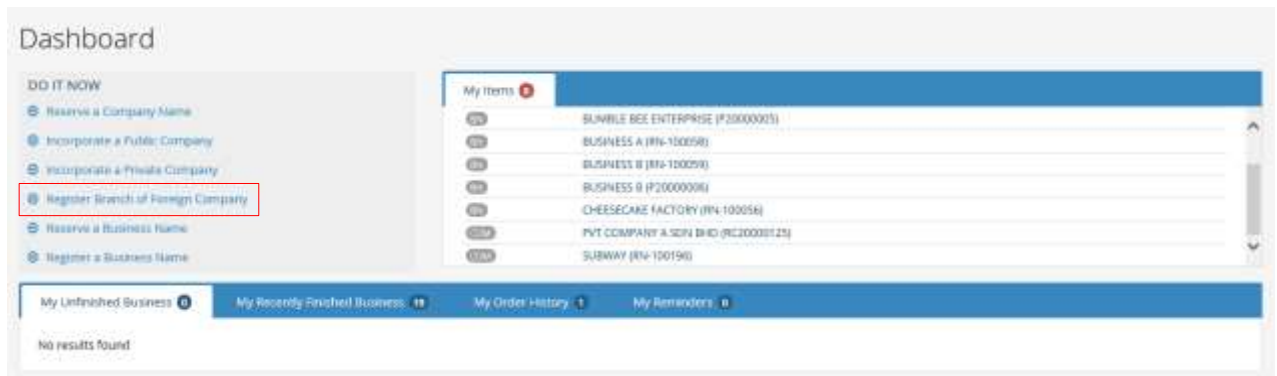
13. The company is now registered and has been moved from My Unfinished Business to My Items.



STEPS TO REGISTERING A BRANCH OF A FOREIGN COMPANY

This service enables the application to be lodged for the registration of a Foreign Company.

15. On the Dashboard, click on Incorporate a Private Company from the list of services on the left.



16. You will be presented with the application. Complete all mandatory General Details. Click **Next Step** button to proceed.

The screenshot displays the 'Register Branch of Foreign Company' application form. At the top, it indicates an expiration date of 14/07/2015 at 3:39 PM. A progress bar shows five steps: 1. General Details (active), 2. Addresses, 3. Authorized Agents, 4. Overview, and 5. Review. The 'General Details' section includes the following fields:

- Reserved Name: SUBWAY
- Company Name in Original Jurisdiction: SUBWAY
- Company Number in Original Jurisdiction: US98171
- Country of Incorporation: United States
- Commencement Date: 30 Jun 2015
- Business Sector: S6 FOOD AND BEVERAGE SERVICES ACTIVITIES
- Authorized Share Capital: 25000

Below these fields, there are sections for uploading documents: 'Certificate of Incorporation' and 'Company memorandum and articles of association', both with 'Upload' buttons and 'Remove Document' links. At the bottom, there are 'Cancel: Save & Exit' and 'Next Step: Addresses' buttons.

17. Complete all mandatory Address Details.

The screenshot shows the 'Register Branch of Foreign Company' web interface. At the top, a progress bar indicates five steps: General Details, Addresses (current), Authorised Agents, Directors, and Review. The 'Expires in: 10 working days on 14/07/2015 @ 3:29 PM' is displayed. The 'Addresses' section is titled 'Registered Company Address' and contains the following fields: 'Address *' with three input lines, 'District *' with a dropdown menu showing 'Brunei-Muara', 'Post Code *' with the value 'BG3122', and 'Country' with the value 'Brunei Darussalam'. At the bottom, there are 'Cancel', 'Save & Exit', and 'Next Step: Authorised Agents' buttons.

18. Complete all mandatory Authorised Agents details. **Note:** there must be at least 2 authorised agents, one of which must be local.

The screenshot shows the 'Register Branch of Foreign Company' web interface, now on the 'Authorised Agents' step. The progress bar shows 'General Details', 'Addresses', 'Authorised Agents' (current), 'Directors', and 'Review'. The 'Expires in: 10 working days on 14/07/2015 @ 3:29 PM' is displayed. The 'Authorised Agents' section is titled 'Full Name' and contains the following fields: 'Name *' with 'John Doe' and 'Other Names' (empty), 'Nationality *' with a dropdown menu showing 'Brunei Darussalam', 'Gender *' with radio buttons for 'Male' (selected) and 'Female', 'Physical Address' with 'Address *' (three input lines), 'District *' with a dropdown menu showing 'Brunei-Muara', 'Postal Code *' with the value 'BG3122', 'Country' with the value 'Brunei Darussalam', 'Position *' with a dropdown menu showing 'Company Secretary', and 'Company Represented *' with the value 'I am Corporate House'. At the bottom, there are 'Add another Agent', 'Remove', 'Cancel', 'Save & Exit', and 'Next Step: Directors' buttons.

19. Complete all mandatory Director Details.

Register Branch of Foreign Company

Expires in: 10 working days on 14/07/2015 @ 3:39 PM

1 General Details ✓ | 2 Address ✓ | 3 Authorisation Agents ✓ | **4 Directors** | 5 Review

Directors

Director 1

Full Name	Director 1
Nationality	Brunei Darussalam
Nationality of Origin	Brunei Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	214214
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	05-Jun-1988
Business Occupation	Business Manager
Email	[Not Provided]


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


Director 2

Full Name	Director 2
Nationality	Brunei Darussalam
Nationality of Origin	Brunei Darussalam
Gender	Female
ID Type	IC-Yellow
Identity Number	2131234
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	25-Jun-1987
Business Occupation	Manager
Email	[Not Provided]

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

[Add another Director](#)

Consent Form *  [Remove Document](#)

ID Evidence *  [Remove Document](#)

[Cancel](#)

20. User is expected to review the entire application prior to submission to ensure there are no errors in the application, all details provided are correct and all required supporting documentation has been attached. By doing so, you will reduce the probability of have your application returned for revision.

Note: If you are unable to submit your application or you find that there is no submit button, this is most likely because the application has an error or missing information, review the application again and correct these.

Register Branch of Foreign Company

Expires in: 10 working days on 14/07/2015 @ 3:39 PM

1 General Details ✓2 Addresses ✓3 Authorised Agents ✓4 Directors ✓5 Submit

General Details

Reserved Name	SUBWAY	Edit
Company Name in Original Jurisdiction	SUBWAY	
Company Number in Original Jurisdiction	US98171	
Country of Incorporation	United States	
Commencement Date	30 Jun 2015	
Business Sector	50 FOOD AND BEVERAGE SERVICES ACTIVITIES	
Authorised Share Capital	25000	

Please attach the Certificate of Incorporation and a copy of the instrument defining the constitution of the company. If these are not in English, they should be accompanied by a certified translation.

Certificate of Incorporation	IC.jpg	
Own company Memorandum and Articles of Association?	Yes	
Company memorandum and articles of association	IC.jpg	

Addresses

Registered Company Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam	Edit
-----------------------------------	---	----------------------

Authorised Agents

Authorised Agent 1		Edit
Full Name	John Doe	
Nationality	Brunei Darussalam	
Gender	Male	
Physical Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam	
Position	Company Secretary	
Company Represented	Lim Corporate House	

Authorised Agent 2		
Full Name	Jane Doe	
Nationality	Malaysia	
Gender	Female	
Physical Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam	
Position	Company Secretary	
Company Represented	Citylightz Corp House	

Directors

Director 1 Edit

Full Name	Director 1
Nationality	Brunei Darussalam
Nationality of Origin	Brunei Darussalam
Gender	Male
ID Type	IC-Pellow
Identity Number	214214
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	05-Jun-1988
Business Occupation	Business Manager
Email	[Not Provided]

Director 2

Full Name	Director 2
Nationality	Brunei Darussalam
Nationality of Origin	Brunei Darussalam
Gender	Female
ID Type	IC-Pellow
Identity Number	2131234
Residential Address	Address Line 1, Brunei-Muara, BG3122, Brunei Darussalam
Date of Birth	25-Jun-1987
Business Occupation	Manager
Email	[Not Provided]

Consent Form [View](#)

ID Evidence [View](#)

Declarations

I, being an advocate, director, secretary of the company, hereby declare that all requirement of the Companies Act (Chapter 20) in respect of matters precedent to the registration of the said company incidental thereto have been complied with.

I hereby declare that the information provided to the Registrar of Companies is true and correct.

Cancel

21. Proceed with online payment for application (For further steps on payment, please refer to the Payment Options Guide. This includes steps on making payment over the counter).

Fee Payment Verified by **VISA** **MasterCard** SecureCode

Register Foreign Company for SUBWAY (RFC20000128)

Reference 97c3536704fc5e73
Created Date 30-Jun-2015 15:50:03

Fees All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register Branch of Foreign Company	SUBWAY	RFC20000128	BND150.00	BND0.00	BND150.00

Fees BND150.00
Paid BND0.00
Remaining BND150.00

Transaction Details

Currency Brunei Darussalam Dollar (BND)
Amount (Payment) BND150.00
Client Reference
Payment Method * Credit Card

Credit Card Transaction Details
Card Transaction Id
Authorisation Code

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

22. Upon successful payment online, you will be presented with the payment confirmation page. An Email Confirmation will also be sent containing a copy of the payment receipt. Click **Continue** button.

Payment Confirmation

Register Foreign Company for SUBWAY (RFC20000128)

Owner UserA
Applicant Name UserA
Charging Application brunei-companies

Reference 97c3536704fc5e73
Status Closed
Created Date 30-Jun-2015 15:50:03
Code 1 RFC20000128
Code 2 SUBWAY

Fees All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Register Branch of Foreign Company	SUBWAY	RFC20000128	BND150.00	BND0.00	BND150.00

Fees BND150.00
Paid BND150.00
Remaining BND0.00

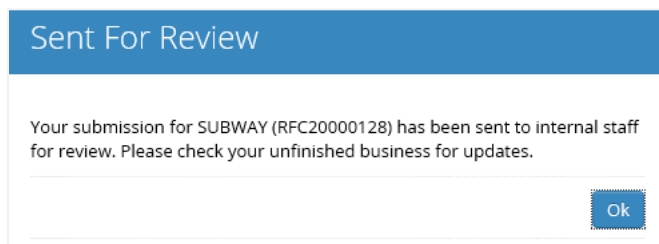
Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
5280284ec144e3a		30-Jun-2015	Success	Credit Card	BND150.00

Payment Receipt [payment_receipt.pdf](#)

[Continue](#)

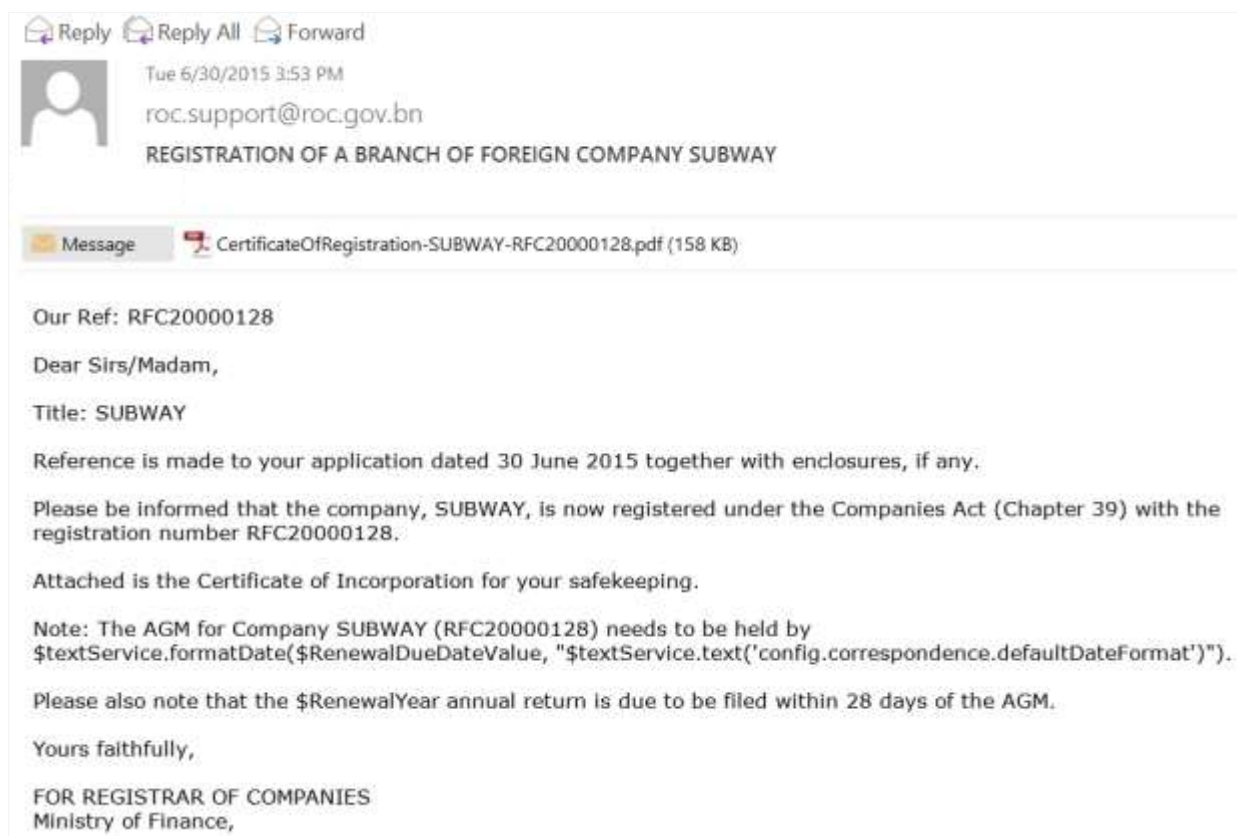
23. User will receive notification that application has been sent to ROCBN. An Email Confirmation will also be sent. Click **Ok** button.



24. User will be returned to the Dashboard. Application and its status can be viewed under My Unfinished Business.



25. Once ROCBN has approved the application, an Email Confirmation will be sent confirming that the company has been successfully incorporated. A copy of the Certificate of Incorporation will also be attached.



26. The company is now registered and has been moved from My Unfinished Business to My Items.

