

**REGISTRY OF COMPANIES AND BUSINESS NAMES
HELP GUIDE ON
RENEWING A BUSINESS NAME**

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.

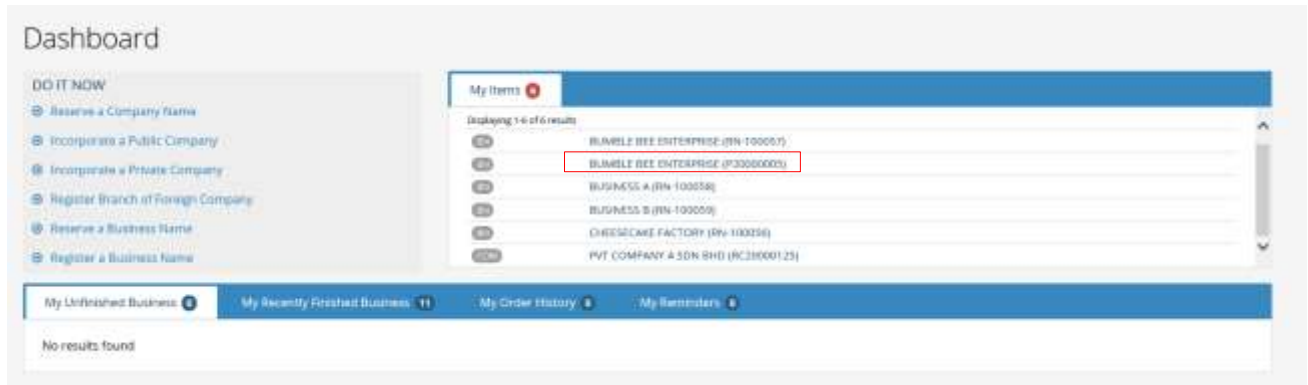
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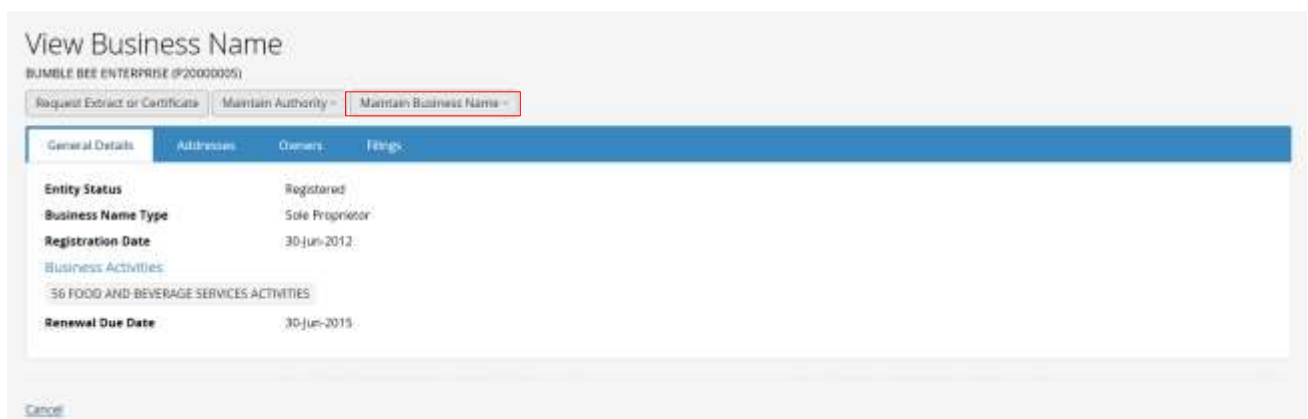
STEPS TO RENEWING A BUSINESS NAME

With the ROCBN system, all Business Names will now be required to file a renewal application of their every 3 years for a fee of BND30.00. The purpose of this is to ensure the registry is kept up-to-date. A reminder email will be sent to the business owner one month before the renewal date.

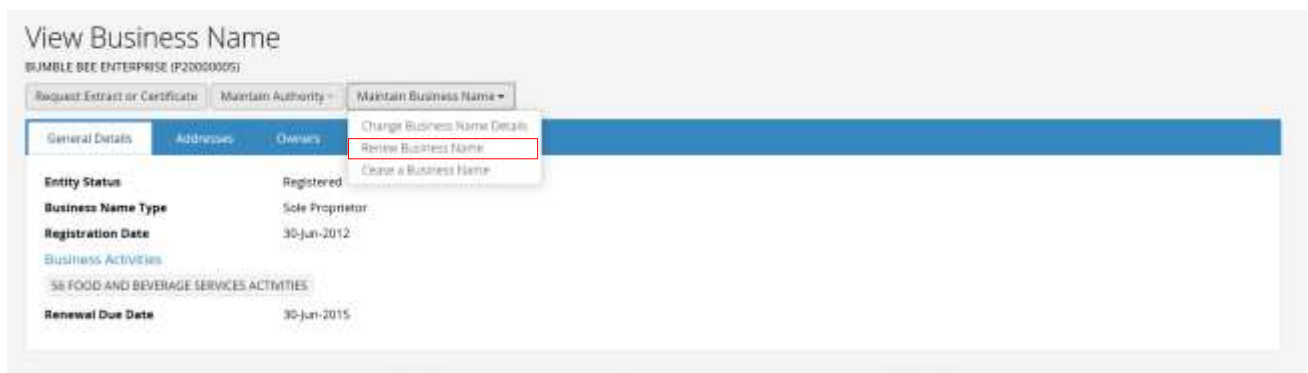
1. Select the Business Name which is to be renewed under **My Items**.



2. Click on the **Maintain Business Name** button.



3. Click on **Renew a Business Name**.



4. Indicate each checkbox under each section for confirmation of details. Click the **Apply** button.

Renew Business Name

BUMBLE BEE ENTERPRISE (P20000005)

Business Name Renewal for June 2015

General Details

Renewal Due Date 30-Jun-2015

Business Activities
56 FOOD AND BEVERAGE SERVICES ACTIVITIES

If the business activity details are not correct, please update via the appropriate service.

Confirm General Details

Address Details

Principal Place of Business

Address Details Unit 1-2, 1st Floor, Times Square, Brunei-Muara, BG3122, Brunei Darussalam

If the address details are not correct, please update via the appropriate service.

Confirm Address Details

Owner Details

Owner 1

Name	User A
Nationality	Brunei Darussalam
Gender	Female
Occupation	Self-employed
ID Type	IC-Yellow
Identity Number	00301797
Residential Address	No.10, Spg 653, Jln Tutong, Brunei-Muara, BG3122, Brunei Darussalam
Email	userA@gmail.com
Date of Birth	01-Jun-1978
Admission Date	29-Jun-2015

If the owner details are not correct, please update via the appropriate service.

Confirm Owner Details

Cancel

- Proceed with payment of the application (For further steps on payment as well payment options, please refer to guide xx).

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

Reference: 05a1e0f3d0981207
 Created Date: 25-Jun-2015 14:13:25

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 Business Name Renewal	BUMBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

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:

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

- After successful online payment has been made, you will be brought to the payment confirmation page. An Email confirmation containing a copy of your payment receipt will be attached. Click the **Continue** button.

Payment Confirmation

Renew business name for BUMBLE BEE ENTERPRISE (P20000005)

Owner: UserA
 Applicant Name: UserA
 Charging Application: brunei-business-names

Reference: 6a8180c6a16610
 Status: E30640
 Created Date: 30-Jun-2015 13:43:57
 Code 1: P20000005
 Code 2: BUMBLE BEE ENTERPRISE

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 Business Name Renewal	BUMBLE BEE ENTERPRISE	P20000005	BND30.00	BND0.00	BND30.00

Transaction Details

Reference	Client Reference	Date	Status	Method	Amount
30440880990014		30-Jun-2015	Success	Credit Card	BND30.00

Payment Receipt: [payment_receipt.pdf](#)

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

[Continue](#)

7. **Renewal due date** has now be updated. Approval for renewing a business name is instant and does require any review by ROCBN.

View Business Name
BUMBLE BEE ENTERPRISE (P20000005)

Request Extract or Certificate Maintain Authority - Maintain Business Name -

General Details Addresses Owners Filings

Entity Status	Registered
Business Name Type	Sole Proprietor
Registration Date	30-jun-2012
Business Activities	
56 FOOD AND BEVERAGE SERVICES ACTIVITIES	
Renewal Due Date	30-jun-2018
Renewal Last Filed On	30-jun-2015