



Musbitha Sdn Bhd

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Ref: MSB/QT/STANDARD/2026

Dear Sir / Madam,

Re: Quotation — Company Incorporation and Secretarial Services in Brunei Darussalam

Thank you for your enquiry regarding our professional services in Brunei Darussalam. We are pleased to present our standard quotation for Company Incorporation and Secretarial Services.

Musbitha Sdn Bhd has been providing management and secretarial services in Brunei Darussalam since 2014, having served over 700 companies across various sectors. We are fully compliant with the Companies Act (Cap. 39), Income Tax Act (Cap. 35), and all relevant regulations administered by the Registry of Companies and Business Names (ROCBN). Our team is committed to ensuring your business is set up correctly, efficiently, and fully compliant from day one.

Please review the details below. Should you require any clarification or a customised proposal, please do not hesitate to contact us directly.

1. Company Incorporation Services

Service Item	Scope of Work	Fee (BND)
Company Name Reservation & Registration	Company name search, availability check and reservation with ROCBN. If proposed name is unavailable, an alternative name will be required.	Included
Incorporation Document Preparation	Memorandum & Articles of Association (MOA), Form X, consent forms, director and shareholder declarations, and all statutory documents.	Included
ROCBN Submission & Follow-up	Submission of all documents to ROCBN and follow-up until incorporation approval is received.	Included
Incorporation Certificate	Official Certificate of Incorporation issued by ROCBN upon approval.	Included

Share Certificates	Preparation and issuance of share certificates for all shareholders reflecting the agreed shareholding structure.	Included
Company Extract	Official company extract from ROCBN upon successful incorporation.	Included
Government Fees & Disbursements	All ROCBN statutory registration fees are included in the total package fee. No separate government charge.	Included
Company Seal	Not included in the standard package. Can be arranged separately upon request.	On Request
Total Incorporation Package — Government & Professional Fees Inclusive		BND 1,200 – 1,400

* Final fee confirmed at time of document preparation. All fees inclusive of government fees and professional service charge.

Estimated Timeline:

Milestone	Estimated Timeframe
Engagement confirmation & deposit receipt	Day 1
Document collection from client	1 – 3 business days
Company name reservation with ROCBN	1 – 2 business days
Incorporation document preparation	3 – 4 business days
Client review, signing & balance payment	1 – 2 business days
ROCBN processing & approval	2 – 3 weeks (subject to ROCBN queue)
Total Estimated Timeline	Approximately 3 to 5 weeks from receipt of all documents and deposit

2. Documents Required for Incorporation

Kindly provide the following documents and information to proceed:

A. Company Information

- Proposed company name — minimum 3 choices in order of preference. Name availability will be verified with ROCBN; if unavailable an alternative will be required.
- Registered office address in Brunei Darussalam (nominee director's address may be used in Form X if applicable)
- Principal business sector and nature of intended business activities in Brunei Darussalam
- Proposed shareholding structure — full name of each shareholder and their percentage of shares
- Proposed financial year end of the company

B. For Each Foreign Director / Shareholder

- Certified copy of valid passport — with signature page clearly visible

- Mobile phone number
- Personal email address

C. For Each Local (Brunei) Director / Shareholder

- Certified copy of Brunei IC (Identity Card) — with signature
- Mobile phone number
- Personal email address

Note: All documents must be in English or accompanied by a certified English translation.

3. Nominee Director Service

Under the Companies Act (Cap. 39), every company incorporated in Brunei Darussalam must have at least one director who is ordinarily resident in Brunei Darussalam.

Musbitha Sdn Bhd will endeavour to identify a suitable local Brunei resident director upon request. This service is subject to availability and satisfactory completion of due diligence. Should we be unable to identify a suitable candidate, we will advise and discuss alternative arrangements.

Nominee Director Fee: *Subject to availability and mutual agreement — fees to be confirmed separately.*

4. Ongoing Secretarial Services

Musbitha Sdn Bhd does not charge a fixed annual retainer. Each service is charged individually at the time of engagement. All fees below are inclusive of government fees and our professional service charge:

Service	Details	Fee (BND)
Annual Return Filing	Preparation and ROCBN filing within 30 days of AGM — Companies Act (Cap. 39) Sec. 165–167	BND 250 – 300
Director Changes	Appointment, resignation or removal — board resolution, Form 18/19, ROCBN notification	BND 450 – 500
Shareholder / Share Changes	Share transfer or allotment — transfer forms, board resolution, updated register of members. Stamp duty calculated separately.	BND 450 – 500 + Stamp Duty
Registered Address Change	Change of registered office address — Form 14 and ROCBN notification	BND 150 – 200
Other Secretarial Works	Any other statutory filings, resolutions or ROCBN notifications as required	Quoted on request

5. Income Tax & Financial Statement Services

All companies in Brunei Darussalam must submit their Income Tax Return to the Revenue Division, Ministry of Finance and Economy, before 30 June each year under the Income Tax Act (Cap. 35):

Annual Turnover	Service Scope	Fee (BND)
BND 100,000 – 500,000	Preparation of unaudited financial statements and income tax return — full preparation and submission to Revenue Division included	BND 600
BND 500,001 – below BND 1,000,000	Preparation of unaudited financial statements and income tax return — full preparation and submission to Revenue Division included	BND 850
Above BND 1,000,000	Full audit required. We work with an official Brunei-registered auditor and assist throughout the entire process. Auditor fees charged separately.	Quoted after accounts review

** Income tax filing deadline: 30 June each year. Late submission results in penalties and interest charges.*

6. Corporate Bank Account Opening Assistance

Once your company is incorporated, you will need to open a corporate bank account in Brunei Darussalam. Musbitha Sdn Bhd prepares and compiles the full set of corporate documents required by banks for account opening. We currently provide this service for the following banks:

Banks Supported: BIBD (Bank Islam Brunei Darussalam) | Baiduri Bank | Standard Chartered Bank | RHB Bank

Documents We Prepare & Provide:

- Company Incorporation Certificate (certified copy)
- Company Extract from ROCBN
- Board Resolution / Director Resolution for bank account opening
- Letter of Mandate

Service	Fee (BND)
Full Company Document Set Preparation (Incorporation Certificate, Company Extract, Director Resolution, Letter of Mandate)	BND 50 (Our professional service fee — government fees included)
Bank Account Opening Application Form Filling	Charged separately upon request — fee to be quoted at time of service

Note: Musbitha Sdn Bhd provides document preparation assistance only. Bank account approval is subject to each bank's terms, conditions and internal assessment. Bank application form filling is a separate service and will be charged additionally if requested.

7. Trademark Registration Assistance

Musbitha Sdn Bhd assists businesses in protecting their brand name, logo, or trademark in Brunei Darussalam through the Brunei Intellectual Property Office (BrulPO) under the Trade Marks Order 2000. The trademark registration process involves two steps:

Step	Service	Scope	Fee (BND)
1	Trademark Application Submission	Preparation and submission of trademark application documents to BrulPO. Includes government filing fees and our professional service charge.	BND 250 (Govt fees + Service fee inclusive)
2	Trademark Certificate — 10 Year Registration	Processing and obtaining the official 10-year Trademark Certificate from BrulPO upon approval. Includes government certificate fees and our service charge.	BND 200 (Govt fees + Service fee inclusive)
Total Trademark Registration (Both Steps Inclusive)			BND 450

Documents Required from Client for Trademark Application:

- Proposed trademark — company logo or brand name in clear A4 landscape format (colour and black & white versions recommended)
- Signed and company-stamped (chopped) Declaration Form — Musbitha Sdn Bhd will provide the official declaration letter template for the director to sign and stamp
- Business class / category of goods or services to be covered by the trademark
- Copy of company incorporation documents

Note: Musbitha Sdn Bhd provides document preparation and application assistance only. Trademark approval and registration is subject to BrulPO's assessment and decision under the Trade Marks Order 2000. Timeline for trademark registration typically ranges from 12 to 24 months.

8. Payment Terms

Stage	Requirement
1st Payment — 50% Deposit	Required before commencement of any work. 50% of the total agreed service fee is payable upon confirmation of engagement.
2nd Payment — 50% Balance	Remaining 50% is due at the time of document submission — after all documents have been reviewed and duly signed by the client.

9. Why Choose Musbitha Sdn Bhd

- Established since 2014 — over 10 years of professional secretarial and management services in Brunei Darussalam
- Served 700+ companies across all sectors — from small enterprises to large corporations
- Led by Mr. Mohamed Ansari — 35+ years of experience in Brunei's regulatory and business environment
- Full compliance with Companies Act (Cap. 39), Income Tax Act (Cap. 35), Labour Act (Cap. 93) and ROCBN regulations
- Comprehensive one-stop service — incorporation, secretarial, tax, bank accounts, trademark and ABCI all under one roof
- No hidden charges — all government fees included in stated service fees
- Personalised service — dedicated point of contact for all your Brunei compliance needs

We trust the above provides a comprehensive overview of our services and fees. We would be delighted to discuss your specific requirements in detail.

Please feel free to contact us at any time — we look forward to supporting your business in Brunei Darussalam.

Yours sincerely,



Mohamed Shahul Malik Mohamed Ansari

Manager

Musbitha Sdn Bhd

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IMPORTANT NOTICE: All fees are subject to confirmation at the time of service and may vary based on complexity. This quotation is valid for 30 days from the date of issue. Government fees are included in stated fees unless otherwise specified. Stamp duty on share transfers is calculated separately. Bank account approval is subject to the respective bank's decision. Trademark approval is subject to BruIPO's assessment. Musbitha Sdn Bhd provides document preparation assistance only.