

MUSBITHA SDN BHD

Professional Management & Secretarial Services

Brunei Darussalam | Established 2014

35+

Years Founder's
Experience in Brunei

700+

Happy Client
Companies

12+

Years in Secretarial
Services

2014

Year
Established

"Your compliance is our commitment. Your success is our purpose."

Registered Secretarial Services | Income Tax Filing | Government Compliance

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ABOUT US

Musbitha Sdn Bhd is one of Brunei Darussalam's most respected and trusted management and secretarial services firms, proudly headquartered in Berakas. Founded in 2014 by Mr. Mohamed Ansari — a professional with 35+ years of experience in Brunei and 12 years of specialised expertise in management and secretarial services — the company has grown into a name synonymous with reliability, professionalism, and excellence, proudly serving over 700 happy client companies across Brunei Darussalam.

We specialise in the full spectrum of official company secretarial and management services, from new company incorporation to annual compliance filings, all conducted in strict accordance with the laws of Brunei Darussalam. Our professionals handle every detail — documentation, government liaison, and statutory submissions — so you can focus entirely on growing your business.

When you choose Musbitha Sdn Bhd, you gain more than a service provider — you gain a dedicated long-term partner genuinely invested in your company's compliance, continuity, and success.

OUR MISSION

To deliver comprehensive, reliable, and client-centred secretarial and management services that empower Brunei businesses to operate with full regulatory confidence — backed by integrity, precision, and genuine care at every step.

OUR VISION

To be the most trusted management and secretarial partner in Brunei Darussalam — where 700+ client companies feel valued, supported, and empowered to achieve lasting business success.

35+

Years of Founder's
Experience in Brunei

700+

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OUR SERVICES

All services are performed in strict compliance with applicable Brunei Darussalam legislation, including the Companies Act (Cap. 39), Income Tax Act (Cap. 35), Labour Act (Cap. 93), Business Names Act (Cap. 92), and directives issued by the Registry of Companies and Business Names (ROCBN) and the Revenue Division, Ministry of Finance and Economy.



A. MANAGEMENT & SECRETARIAL SERVICES



New Company Incorporation

Companies Act (Cap. 39) | ROCBN Regulations

End-to-end guidance through Sdn Bhd registration with ROCBN — Memorandum & Articles of Association, statutory forms, and all required documentation.



Director Changes

Companies Act (Cap. 39) – Sec. 142–148 | Forms 29/49 | ROCBN

Appointment, resignation, or removal of directors — board resolutions, statutory forms, and timely ROCBN notifications handled professionally.

**Shareholder Changes**

Companies Act (Cap. 39) – Sec. 78–90 | Register of Members

Full management of shareholding structure changes — share transfer instruments, board resolutions, updated Register of Members, and ROCBN filings.

**Official Registered Address Changes**

Companies Act (Cap. 39) – Sec. 113 | ROCBN Notification

Official change-of-address notifications and updates to all statutory company records submitted within the legally prescribed period.

**Allotment of Shares**

Companies Act (Cap. 39) – Sec. 64–77 | Return of Allotments (Form 15)

New share allotments handled completely — board resolutions, allotment letters, share certificates, updated Register of Members, and Form 15 filing with ROCBN.

**Conversion of Enterprise to Sdn Bhd**

Companies Act (Cap. 39) | Business Names Act (Cap. 92)

Complete conversion of a sole proprietorship or partnership to a Private Limited Company — business name cancellation, new incorporation, and transfer of all records.

**Filing of Annual Return**

Companies Act (Cap. 39) – Sec. 165–167 | Within 30 Days of AGM

Accurate and timely preparation and submission of Annual Returns with ROCBN — keeping your company in full statutory good standing and avoiding late-filing penalties.

**B. INCOME TAX & ACCOUNTING SERVICES****Preparation & Filing of Income Tax Return**

Income Tax Act (Cap. 35) | Revenue Division, MoFE | Deadline: 30 June

Complete preparation and submission of company income tax returns — data compilation, tax computation, and timely filing before the 30 June annual deadline to avoid penalties.

**Bookkeeping & Financial Records**

Companies Act (Cap. 39) – Sec. 172–176 | Income Tax Act (Cap. 35)

Accurate and up-to-date maintenance of financial records as required under Brunei law — ensuring your company is always audit-ready and tax-compliant.

**C. GOVERNMENT COMPLIANCE SERVICES****Submission of Labour Banci (Labour Census)**

Labour Act (Cap. 93) | Labour Department | Deadline: 30 November

Annual Labour Census compiled and submitted to the Labour Department on your behalf — employee data verification, accurate reporting, and timely filing before 30 November.

**Regulatory Compliance Advisory**

Companies Act | Income Tax Act | Labour Act | ROCBN Circulars

Ongoing monitoring of Brunei corporate, tax, and labour legislation — proactive alerts and advisory to keep your business fully compliant and ahead of all regulatory changes.

HOW WE WORK

Our streamlined 5-step process ensures every engagement is handled with care, accuracy, and efficiency.

 <p>01</p>	 <p>02</p>	 <p>03</p>	 <p>04</p>	 <p>05</p>
<p>Initial Consultation</p>	<p>Document Preparation</p>	<p>Review & Approval</p>	<p>Official Submission</p>	<p>Confirmation & Follow-Up</p>
<p>We listen to your needs and identify the exact services required.</p>	<p>We compile and prepare all required documents, forms, and resolutions.</p>	<p>All documentation is reviewed with you before submission.</p>	<p>We lodge filings with ROCBN, Revenue Division, or relevant authorities.</p>	<p>We provide official confirmation and follow up until fully complete.</p>





ANNUAL COMPLIANCE CALENDAR

Every company in Brunei Darussalam must meet these statutory deadlines each year. Musbitha Sdn Bhd ensures your business never misses a single one.

DEADLINE	REQUIREMENT	AUTHORITY	APPLICABLE LAW	PENALTY
30 June	Income Tax Return Filing	Revenue Division Ministry of Finance & Economy	<i>Income Tax Act (Cap. 35)</i>	Late filing fines & interest charges
30 Days from AGM	Annual Return Filing (ROCBN)	Registry of Companies & Business Names (ROCBN)	<i>Companies Act (Cap. 39) Sec. 165</i>	Fines & potential deregistration
30 November	Labour Banci Submission	Labour Department Brunei Darussalam	<i>Labour Act (Cap. 93)</i>	Penalties for non-compliance
Annually (AGM Date)	Annual General Meeting (AGM)	All Sdn Bhd companies in Brunei Darussalam	<i>Companies Act (Cap. 39) Sec. 143</i>	Director liability & company penalties
As Required	Director / Shareholder / Address Changes	ROCBN — Registry of Companies & Business Names	<i>Companies Act (Cap. 39)</i>	Regulatory breach & filing penalties

INDUSTRIES WE SERVE

Our 700+ client companies span a wide range of industries across Brunei Darussalam.

			
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Trading & Import/Export	Construction & Contracting	Food & Beverage	Professional Services
			
Technology & IT Services	Property & Real Estate	Education & Training	Healthcare & Pharmaceutical

OUR LEADERSHIP TEAM

Our leadership is built on a foundation of trust, deep expertise, and an unwavering commitment to every client's success. With over three decades of experience in Brunei's business landscape, our Founder and Managing Director brings a level of insight and reliability that is truly unmatched.

<div style="text-align: center;">  <p>MA</p> <p>Mohamed Ansari <i>Founder & Managing Director</i></p> <table border="1" style="width: 100%; text-align: center; font-size: small;"> <tr> <td style="background-color: #f1c40f;">35+ Yrs in Brunei</td> <td style="background-color: #f1c40f;">12 Yrs Secretarial</td> <td style="background-color: #f1c40f;">Founde r & MD</td> </tr> </table> </div>	35+ Yrs in Brunei	12 Yrs Secretarial	Founde r & MD	<p>Mr. Mohamed Ansari is the visionary Founder and Managing Director of Musbitha Sdn Bhd, bringing an extraordinary 35+ years of professional experience in Brunei Darussalam — including 12 dedicated years in management and secretarial services. Widely regarded as one of Brunei's most reliable and trustworthy corporate service professionals, Mr. Ansari established Musbitha Sdn Bhd with one guiding principle: every client deserves accurate, timely, and honest service — without compromise.</p> <p>His deep mastery of the Companies Act (Cap. 39), Income Tax Act (Cap. 35), Labour Act (Cap. 93), and ROCBN regulations — combined with longstanding relationships across Brunei's regulatory and business community — gives every Musbitha client a decisive compliance advantage. Under his leadership, Musbitha Sdn Bhd has earned the trust of 700+ companies, cementing its reputation as the most reliable secretarial services partner in Brunei Darussalam.</p>
35+ Yrs in Brunei	12 Yrs Secretarial	Founde r & MD		

<div style="text-align: center;">  <p>CS</p> <p>Corporate Secretary Team <i>Licensed Company Secretaries</i></p> <hr/> <p>Our qualified company secretaries are well-versed in the Companies Act (Cap. 39) and all ROCBN directives — handling all statutory filings, resolutions, and compliance documentation with precision, professionalism, and zero tolerance for errors.</p> </div>	<div style="text-align: center;">  <p>TA</p> <p>Tax & Accounts Team <i>Tax Compliance Specialists</i></p> <hr/> <p>Dedicated to income tax return preparation under the Income Tax Act (Cap. 35), our accounts team ensures accurate financial records and timely submissions to the Revenue Division, Ministry of Finance and Economy, before every 30 June deadline.</p> </div>
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OUR JOURNEY

2014	2017	2020	2022	2024
Founded & incorporated in Brunei Darussalam	Expanded to AGM filing & full compliance services	Surpassed 400+ registered client companies	Recognised as leading secretarial provider in Brunei	700+ Happy Clients & 10 Years of Service Excellence

WHY CHOOSE MUSBITHA SDN BHD?

 <p>Trusted by 700+ Client Companies</p> <p>Over 700 registered companies across Brunei have placed their trust in us — a track record built on consistency, accuracy, and genuine care for every client.</p>	 <p>Led by 35+ Years of Brunei Experience</p> <p>Founder Mr. Mohamed Ansari brings 35+ years of professional experience in Brunei and 12 dedicated years in management and secretarial services — expertise that is truly unmatched.</p>
 <p>Deep Knowledge of Brunei Laws</p> <p>Every service is grounded in the Companies Act (Cap. 39), Income Tax Act (Cap. 35), Labour Act (Cap. 93), and current ROCBN directives — applied correctly, every time.</p>	 <p>Fast & Dependable Processing</p> <p>We understand deadlines are critical. Our processes ensure all filings and documents are handled accurately and on time — every single time, without exception.</p>
 <p>Most Reliable & Trustworthy</p> <p>Built on a foundation of honesty and integrity, Musbitha Sdn Bhd is known across Brunei for being the firm you can count on — no shortcuts, no surprises, just results.</p>	 <p>Your Long-Term Business Partner</p> <p>From first registration to ongoing annual filings, we build lasting relationships and grow alongside every business we have the privilege of serving.</p>

FREQUENTLY ASKED QUESTIONS

 <p>How long does it take to register a new company in Brunei?</p> <p>The incorporation process for a new Sdn Bhd with ROCBN typically takes 2 to 4 weeks, depending on the completeness of documentation provided. We guide you through every step to ensure the smoothest and fastest possible registration.</p>
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? What is the deadline for filing the Annual Return?

Under the Companies Act (Cap. 39), companies must file their Annual Return with ROCBN within 30 days of the Annual General Meeting (AGM) date. Failure to file on time may result in fines and penalties. We ensure timely submission for all clients.

? When must a company submit its Income Tax Return?

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. Late submission may attract penalties and interest charges under the Income Tax Act (Cap. 35).

? What is the Labour Banci and who needs to submit it?

The Labour Banci is an annual Labour Census required under the Labour Act (Cap. 93). All companies employing staff in Brunei must submit this before 30 November each year. We handle the full compilation and submission on your behalf.

? Can you assist with converting an Enterprise to a Sdn Bhd?

Yes. We provide complete assistance with conversion of a sole proprietorship or partnership (Enterprise) to a Private Limited Company (Sdn Bhd) — including business name cancellation under the Business Names Act (Cap. 92), new incorporation, and record transfer.

? Do I need a company secretary for my Sdn Bhd?

Yes. The Companies Act (Cap. 39) requires every company incorporated in Brunei to appoint a qualified company secretary. Musbitha Sdn Bhd provides licensed company secretary services to fulfil this statutory requirement.

? What happens if I miss a statutory filing deadline?

Missing deadlines under Brunei law can result in fines, penalty charges, and in serious cases, deregistration of your company. We proactively monitor all your compliance dates and notify you well in advance — so you never miss a deadline.

? How do I get started with Musbitha Sdn Bhd?

Simply contact us via telephone (+673 233 0139), WhatsApp (+673 860 8123), or email (info@musbitha.com). Our team will schedule an initial consultation, assess your needs, and provide a clear, transparent service proposal.

GET IN TOUCH

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"Your compliance is our commitment. Your success is our purpose."

Musbitha Sdn Bhd — Trusted by 700+ Brunei Companies Since 2014