



KINGDOM OF BAHRAIN  
Ministry of Industry,  
Commerce and Tourism

# Investor Guide

*and System Processes*



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# Sijilat

# Sijilat Goals



Promote Bahrain's position as an ideal choice for investors and businessmen by providing transparency and clarity in the process of licensing and registration with government agencies, investors and other parties



Offer accurate information regarding the services provided by the government to obtain the commercial registration that meets the quality standards and achieve investor satisfaction



Provide all the necessary information and supporting documents to obtain the license and commercial registration through a state-of-the-art electronic system



Simplify the processes of obtaining the government licenses efficiently

# Legal Framework



Citizens of Kingdom of Bahrain may engage in all commercial, professional, industrial and service activities through an individual establishment or a company when meeting the requirements



Citizens of GCC States may engage in all commercial, professional, industrial and service activities through an individual establishment or a company when meeting the requirements, except for certain prohibited commercial activities



Citizens of the United States of America may engage in all commercial, professional, industrial and service activities through an individual establishment or a company when meeting the requirements, except for certain prohibited commercial activities



Citizens of other countries, whether Arab or foreign, may engage in all commercial activities through all legal forms of commercial companies except for certain prohibited commercial activities



Companies established outside Kingdom of Bahrain may establish branches or offices in Kingdom of Bahrain in accordance with the requirements of the Commercial Companies Law, its amendments and its executive regulations



## Bahrain Shareholding Company (BSC)

A Public Shareholding Company is a company whose capital is divided into shares of equal value, which are transferable. Shareholders of a Public Share holding Company are not liable for the company's obligations except for the amount of the nominal value of the shares for which they subscribe.

### Key features of this type of companies



The minimum capital is BD 1,000,000 (one million)



Limited liability of shareholders



Is allowed to exercise banking and insurance activities and the investment of nonresidents' funds with the consent of the licensed entities



The minimum number of founders is 2, and the minimum number of directors is 5 members



Must submit an audited annual financial statements to the Ministry



The nominal value of each share shall not be less than 100 fils and shall not exceed BD 100



GCC and foreign nationals are allowed to own 100% of the company

## With Limited Liability Company (WLL)

A With Limited Liability Company is a company in which its capital is owned by a minimum of two individuals or corporate company. They shall only be liable to the extent of his/her shares in the capital.

### Key features of this type of companies



There is no minimum capital



Limited liability of the partners



Is **not** allowed to exercise banking and insurance activities and the investment of nonresidents' funds



The minimum number of partners is 2, and the maximum number is 50



Must submit an audited annual financial statements to the Ministry



The nominal value of each share shall not be less than BD 50



GCC and foreign nationals are allowed to own 100% of the company

## Partnership Company

A Partnership company is a company established by two persons or more under a certain name, and in which the partners are jointly liable to the extent of their all property for the company's obligations.

### Key features of this type of companies



The minimum number of partners is 2



Unlimited liability of partners



Is **not** allowed to exercise banking and insurance activities and the investment of nonresidents' funds



There is no minimum capital



GCC and foreign nationals are allowed to own 100% of the company

## Limited Partnership Company

A partnership company is a company without limited liability. A general partnership is an association of two or more parties trading together under a specific collective trade name for commercial purposes. The partners assume joint liability to the extent of their entire property for the partnership's debts.

### Key features of this type of companies



Is **not** allowed to exercise banking and insurance activities and the investment of nonresidents' funds



Unlimited liability of the joint partners and limited liability of the sleeping partners



There is no minimum capital



The minimum number of partners is 1 joint partner and 1 sleeping partner



GCC and foreign nationals are allowed to own 100% of the company

## Simple Commandite Company

A Simple Commandite Company is a company formed by two or more natural persons who are personally and jointly responsible for the liabilities of the company. Other limited partners are held responsible for the company's obligations only to the extent of the capital contributed by them.

### Key features of this type of companies



The minimum capital shall not be less than BD 20,000



The minimum number of founders shall not be less than 4



GCC and foreign nationals are allowed to own 100% of the company

## Single Person Company (SPC)

A company in which its capital is wholly owned by one natural or corporate person. The owner shall only be liable to the extent of his/her shares in the capital.

### Key features of this type of companies



There is no minimum capital



Limited liability of the owner



Is **not** allowed to exercise banking and insurance activities and the investment of nonresidents' funds



Must submit an audited annual financial statements to the Ministry



GCC and foreign nationals are allowed to own 100% of the company

## Foreign Company Branch

A company incorporated and registered outside the Kingdom of Bahrain may establish branches for its operations or a representative or regional office in the Kingdom of Bahrain under the Companies Law

### Key features of this type of companies



There is no minimum capital



The parent company has all the responsibilities of its branch



Are allowed to exercise banking and insurance activities and the investment of nonresidents' funds with the consent of the licensed entities



The representative office must have a branch manager



Must submit an audited annual financial statements to the Ministry

## Holding Company

holding company is a company that doesn't have any operations, activities, or other active business itself. Instead, the holding company owns assets. These assets include be shares of stock in other corporations, limited liability companies, limited partnerships, private equity funds and publicly traded stocks.

### Key features of this type of companies



The minimum capital depends on the legal structure the holding company is registered as.



Limited liability of the owner/partners/shareholders



Must submit an audited annual financial statements to the Ministry

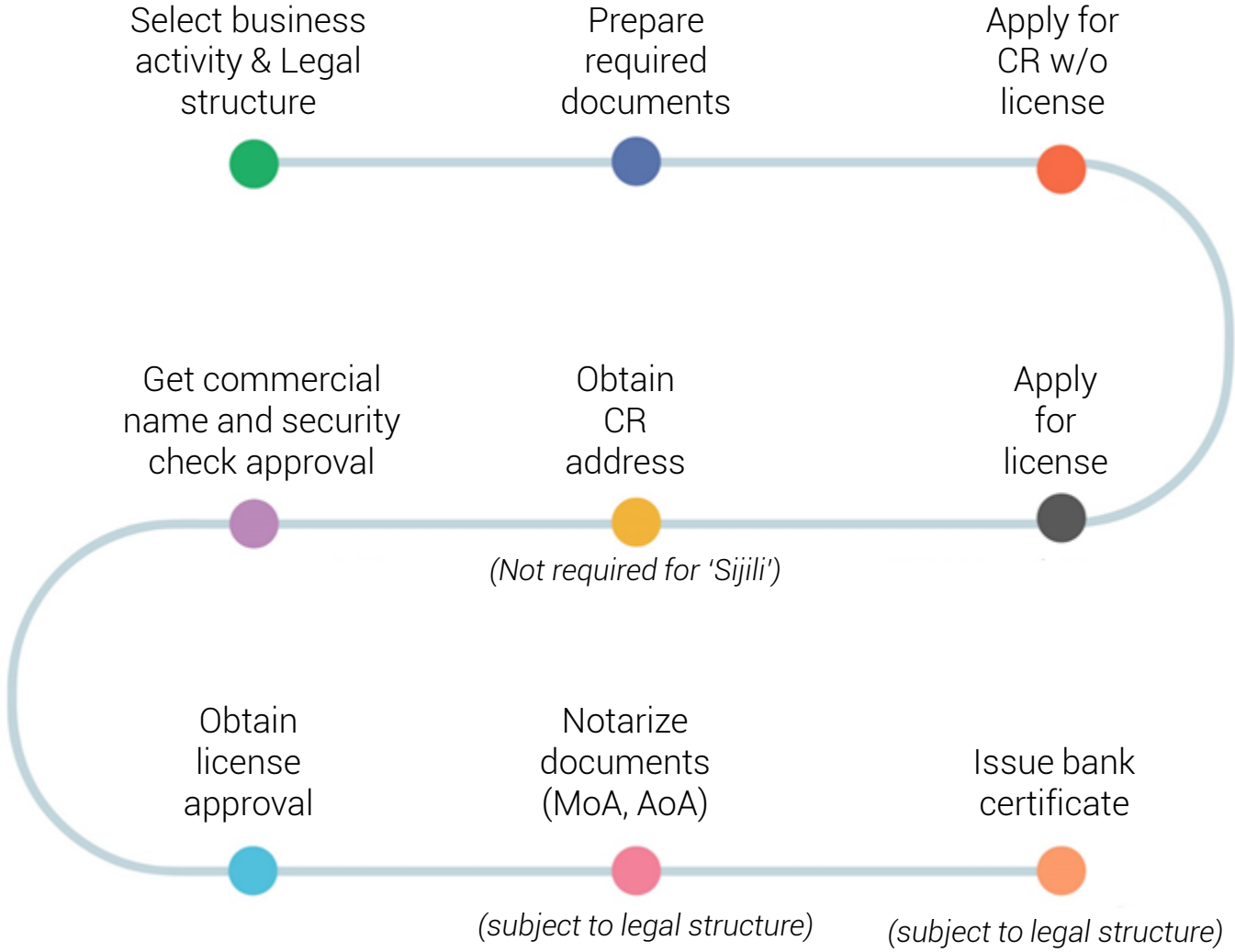


The minimum number of partners/ shareholders depends on the legal structure the holding company is registered as.



# Process Registration

# Commercial Registration Process



# New CR without License

1

Select "Commercial Registration" menu.

2

Select "New Registration"

3

Read the Declaration then click "I have read and Agree", and click "I Accept"

6

Enter the required information regarding the company or CR owner. Then click (Save and continue)

5

Select company type, the desired activity and enter the 3 options of the commercial name. Then click "Save and continue"

4

Select CR type, enter mobile no. and email, then click "Save and continue"

7

Upload any required documents (red fields are mandatory) then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Obtain License

1

Select "Commercial Registration" menu

2

Select "Obtain license"

3

Write the CR no. then click "Search". Select the CR then click "Save and continue"



6

Upload any required documents then click "Save and continue"

5

Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

4

Enter the commercial address, Mobile no. and e-mail. Click "Save and continue"



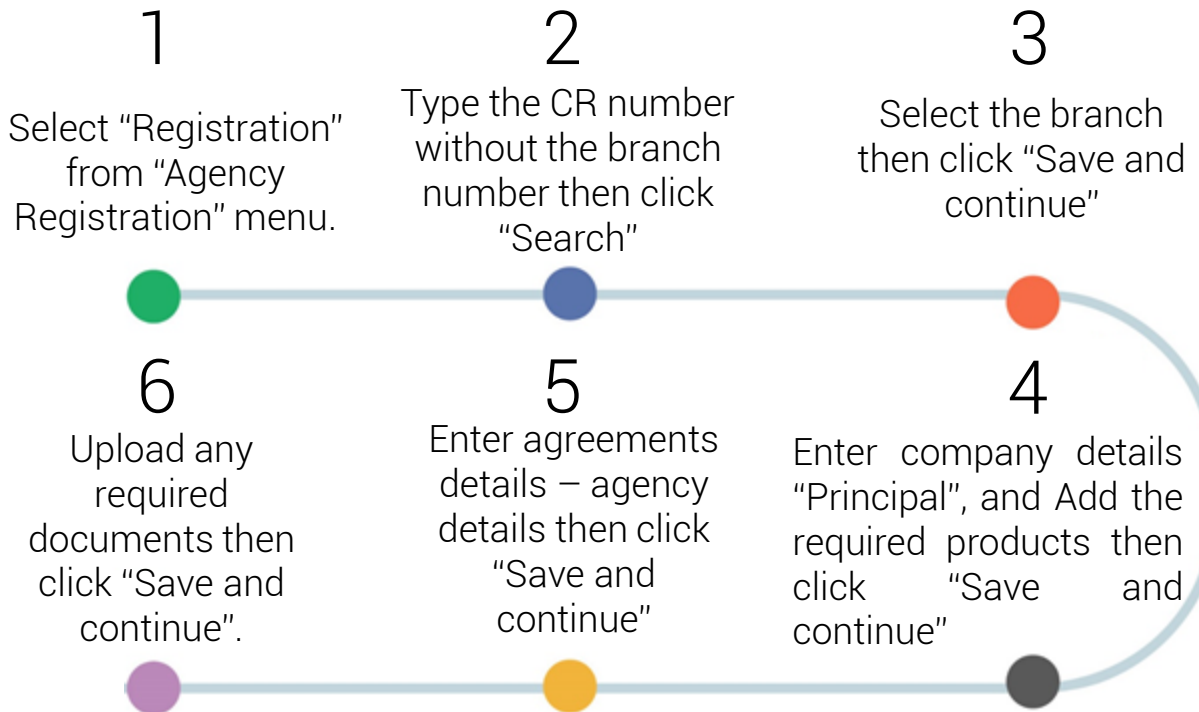
7

License/ Approval List will appear. Click "Continue"



Review your entered information and select preferred language for SMS messages then click "Submit"

# Agency Registration



Review your entered information and select preferred language for SMS messages then click "Submit"

# Process

## Amendment (Add)

# Add Branch

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "manage branches". Type the CR number without the branch number then click "Search"

3

Select the main branch then click "save and continue"

6

Click "continue" again

5

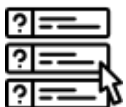
Enter the proposed commercial name, commercial address, mobile no. and e-mail. Then click "Save and continue"

4

Select "add branch", select CR type and select the activity.

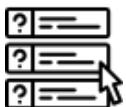
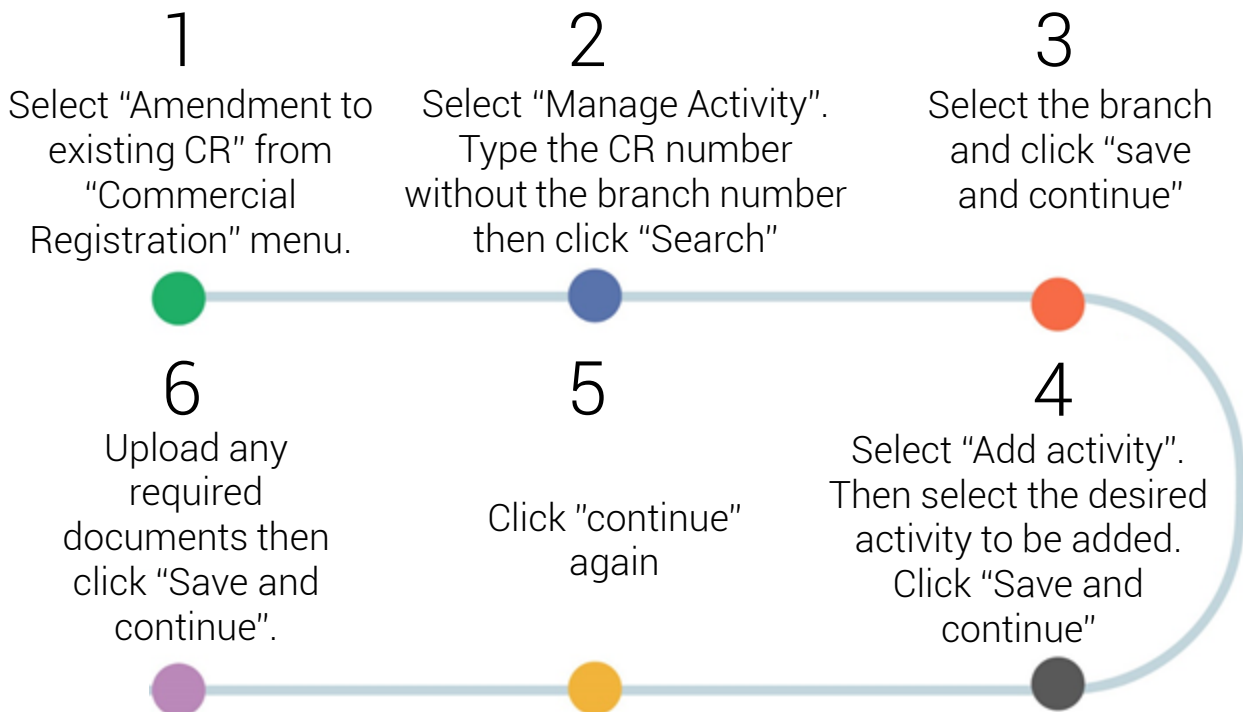
7

Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Add Activity



Review your entered information and select preferred language for SMS messages then click "Submit"



# Register Mortgage

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Manage Mortgage". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"

6

Enter the "Transaction Details" and click "Save and Continue"

5

Select Mortgage type (Mortgage for branches or Mortgage for shareholder's shares)

4

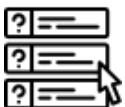
Choose the transaction type (Register Mortgage)

7

Click "Continue" again

8

Upload any required documents then click "Save and continue"

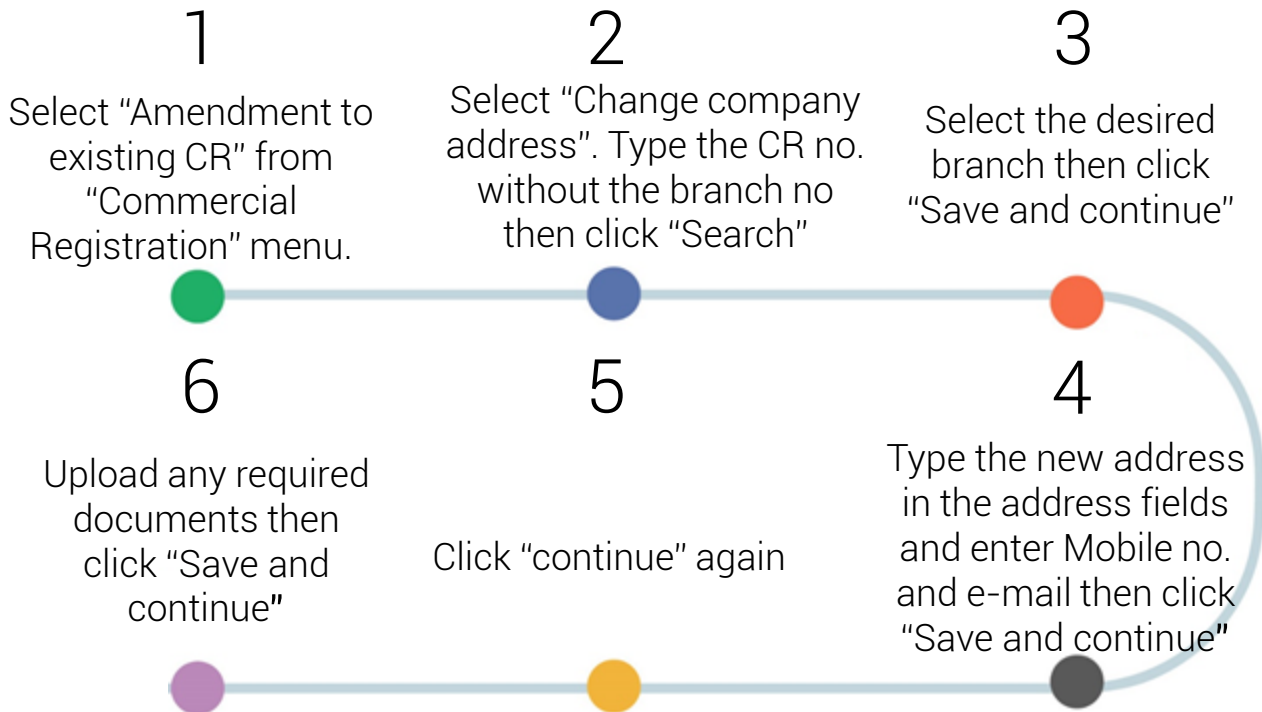


Review your entered information and select preferred language for SMS messages then click "Submit"

# Process

## Amendment (Change)

# Change Company Address



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Company Commercial Name

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Change company name". Type the CR number without the branch number then click "Search"

3

Select the branch and click "save and continue"



6

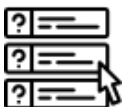
Upload any required documents then click "Save and continue".

5

Click "continue" again

4

Add the desired commercial name in Arabic and English. Click "Check", then click "Add" and then click "Save and Continue"



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Activity

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Manage Activity".  
Type the CR number without the branch number then click "Search"

3

Select the branch then click "save and continue"

6

Click "continue" again

5

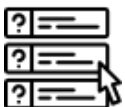
Select the desired activity to be added. Click "Save and continue"

4

Select "Change activity". Then select the desired activity to be deleted.

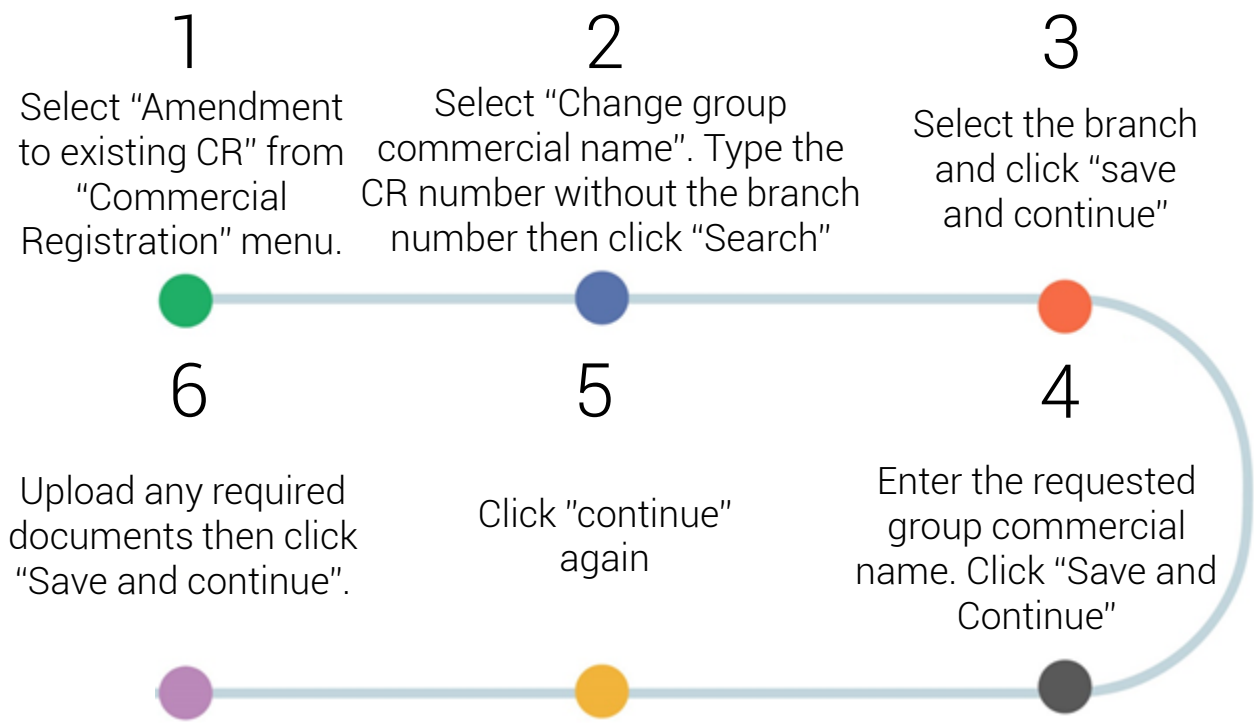
7

Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Group Commercial Name



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Partners

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Manage Activity".  
Type the CR number without the branch number then click "Search"

3

Select the CR then click "save and continue"

6

License/Approval List will appear. Click "Continue"

5

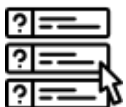
Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

4

Enter, delete and update the partners as desired

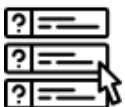
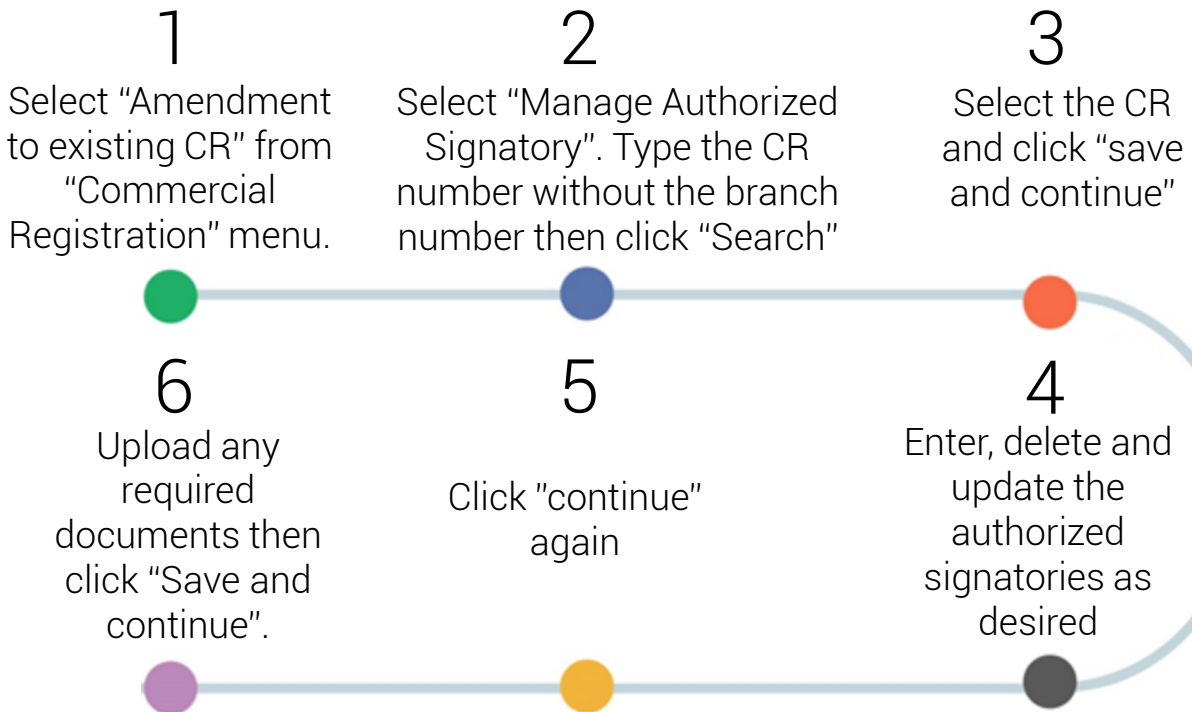
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Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

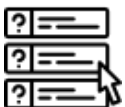
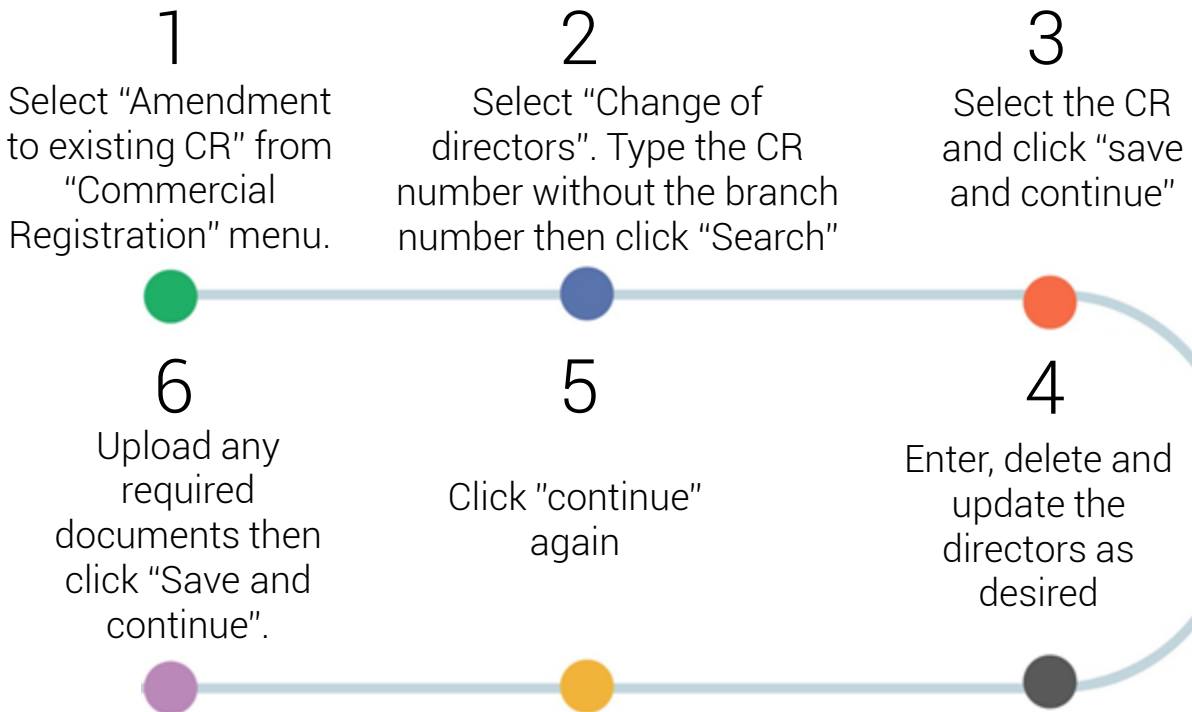
# Change Authorized Signatories



Review your entered information and select preferred language for SMS messages then click "Submit"



# Change of Directors



Review your entered information and select preferred language for SMS messages then click "Submit"

# Capital Increase/Decrease

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Capital Increase/Decrease". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"

6

Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

5

Enter the new details of the capital and the shareholders/partners. Then click "save and continue"

4

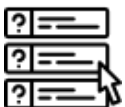
Select the required "transaction type" (increase capital/ decrease capital)

7

Click "Continue" again

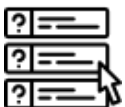
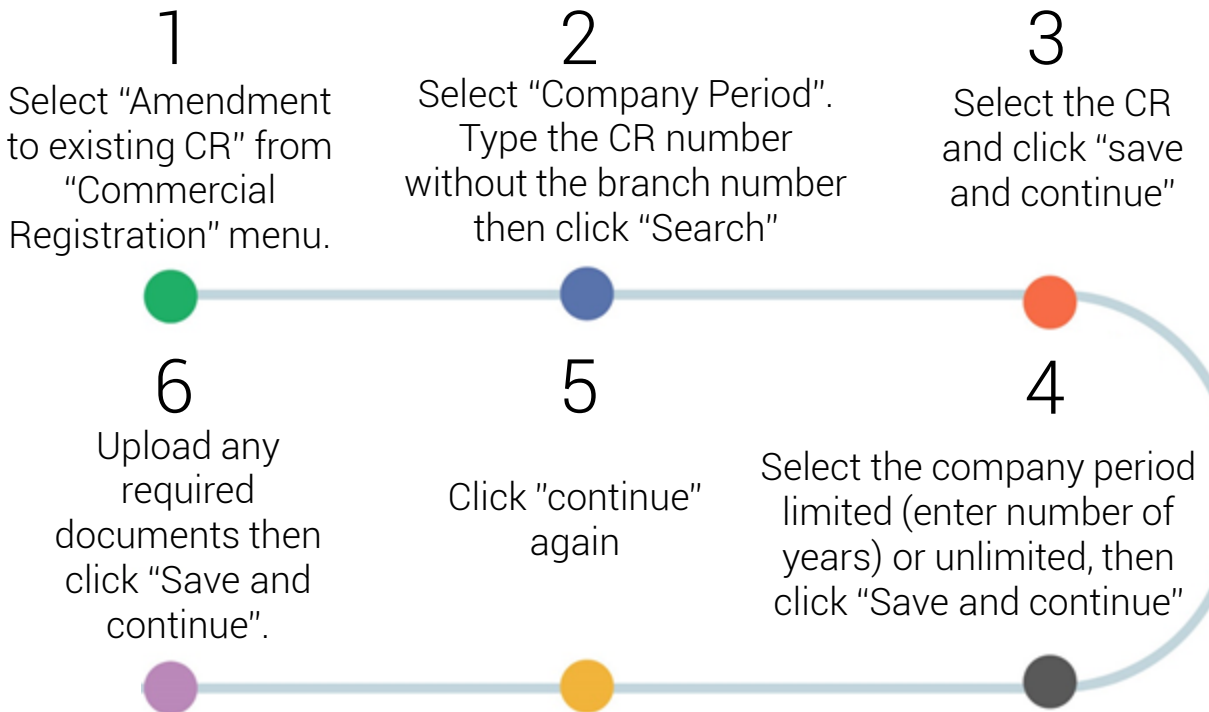
8

Upload any required documents then click "Save and continue"



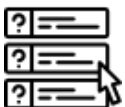
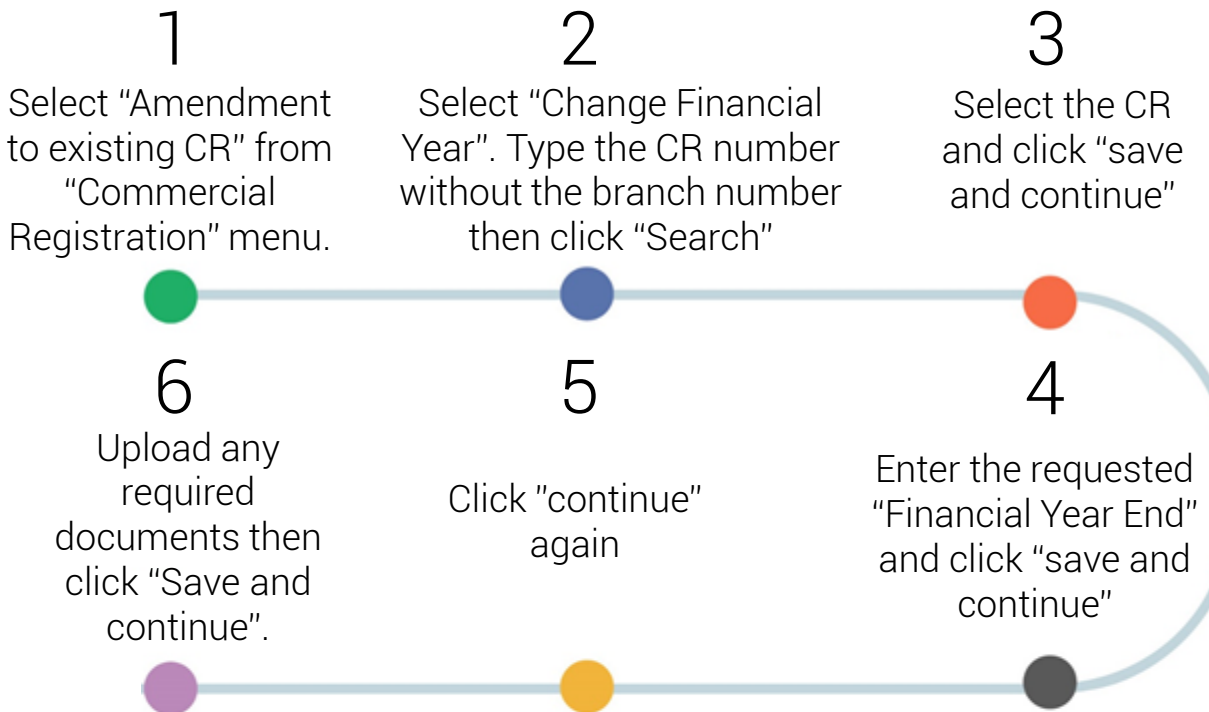
Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Company Period



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Financial Year



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Company Type

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Change Company Type". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"

6

Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

5

Enter the new details of the capital, the shareholders/ partners, directors and authorized signatory. Then click "save and continue"

4

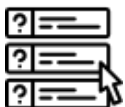
Select the new "company type" and click "save and continue"

7

Click "Continue" again

8

Upload any required documents then click "Save and continue"



Review your entered information and select preferred language for SMS messages then click "Submit"

# Convert Sijili Type

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Convert Sijili Type". Type the CR number without the branch number then click "Search"

3

Select the branch and click "save and continue"



6

Enter new correspondence address and check if you wish to add/delete 24 hours service. Then click "Save and continue"

5

Optional -You can change the activities and the commercial name if you wish. Then click "Save and continue"

4

Select "Commercial Registration Type" and click "Save and continue"



7

Optional- If you wish, add "Representative Details" and "Scope of Delegation Details". Then click "Save and continue"

8

Click "Continue" again

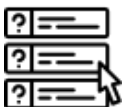
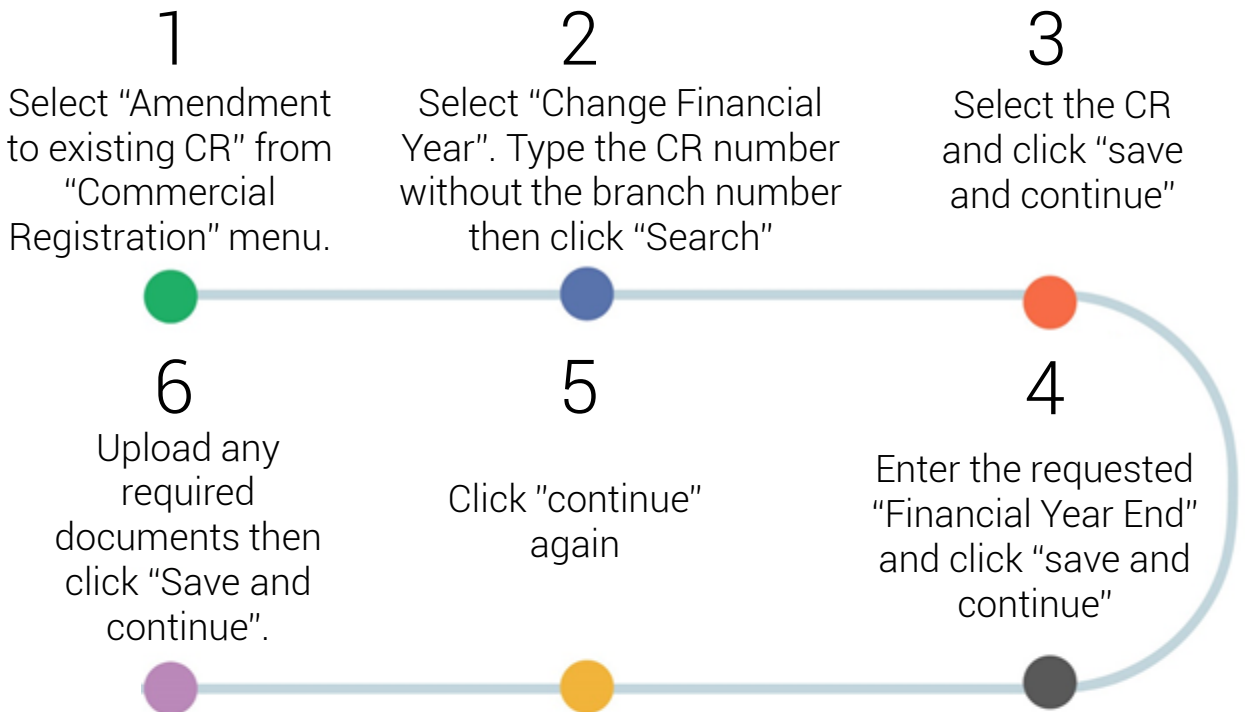
9

Upload any required documents then click "Save and continue"



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Memorandum and Articles of Association



Review your entered information and select preferred language for SMS messages then click "Submit"

# Transfer Ownership (to new CR)

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Transfer Ownership". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"



6

5

4

If the CR is transferred to a company, then enter "company capital details", "shareholders and partners", "board of directors" and authorized signatories. Click "save and continue"

Select "Commercial Registration Type" and "Branches Transferred". Enter the required information and click "Save and continue"

Choose Transfer to: "new CR"



7

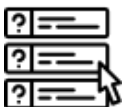
8

9

Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

Click "Continue" again

Upload any required documents then click "Save and continue"



Review your entered information and select preferred language for SMS messages then click "Submit"



# Transfer Ownership (Same CR)

1

Select "Amendment to existing CR" from "Commercial Registration" menu.

2

Select "Transfer Ownership". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"



6

5

4

If the CR is transferred to a company, then enter "company capital details", "shareholders and partners", "board of directors" and authorized signatories. Click "save and continue"

Select "Commercial Registration Type" and "Branches Transferred". Enter the required information and click "Save and continue"

Choose Transfer to: "same CR"



7

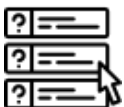
8

9

Enter the Ultimate Beneficial Owner Information. Click "Save and continue"

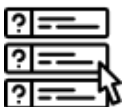
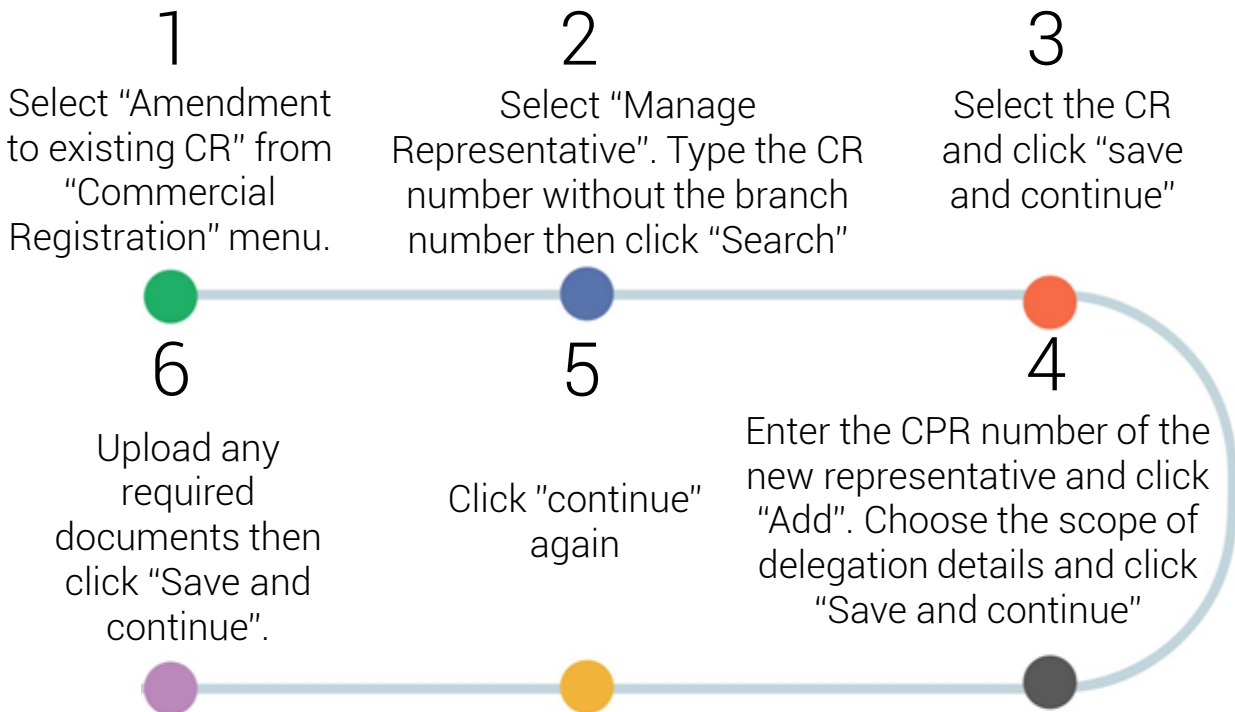
Click "Continue" again

Upload any required documents then click "Save and continue"



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change Financial Year



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change the Principal Name of an Agency

1

Select "Agency Registration" menu.

2

Select "Amendment"

3

Enter "Applicant Details"

6

Enter the new "Principal Company Name" and click "Save and Continue"

5

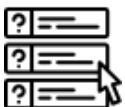
Click "Save and Continue"

4

Enter "Application Details" (Choose Amendment Type: Change Principal Company Name and enter Agency No.). Click "Search"

7

Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change the Principal Address of an Agency

1

Select "Agency Registration" menu.

2

Select "Amendment"

3

Enter "Applicant Details"

6

Enter the new "Principal Details" and click "Save and Continue"

5

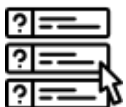
Click "Save and Continue"

4

Enter "Application Details" (Choose Amendment Type: Change Principal Company address and enter Agency No.). Click "Search"

7

Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Change the Agreement Clauses of Commercial Agency

1

Select "Agency Registration" menu.

2

Select "Amendment"

3

Enter "Applicant Details"

6

Choose the "Transaction Type" and enter the new "Agreement Details". Then click "Save and Continue"

5

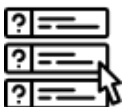
Click "Save and Continue"

4

Enter "Application Details" (Choose Amendment Type: Change Agreement and enter Agency No.). Click "Search"

7

Upload any required documents then click "Save and continue".



Review your entered information and select preferred language for SMS messages then click "Submit"

# Modify Mortgage

1

Select "Amendment to existing CR" from "Commercial Registration menu."



2

Select "Manage Mortgage". Type the CR number without the branch number then click "Search"



3

Select the CR and click "save and continue"



6

Click "Save and Continue"



5

Enter the "Transaction Details" and click "Save and Continue"



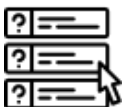
4

Choose the transaction type (Modify Mortgage)



7

Upload any required documents then click "Save and continue".

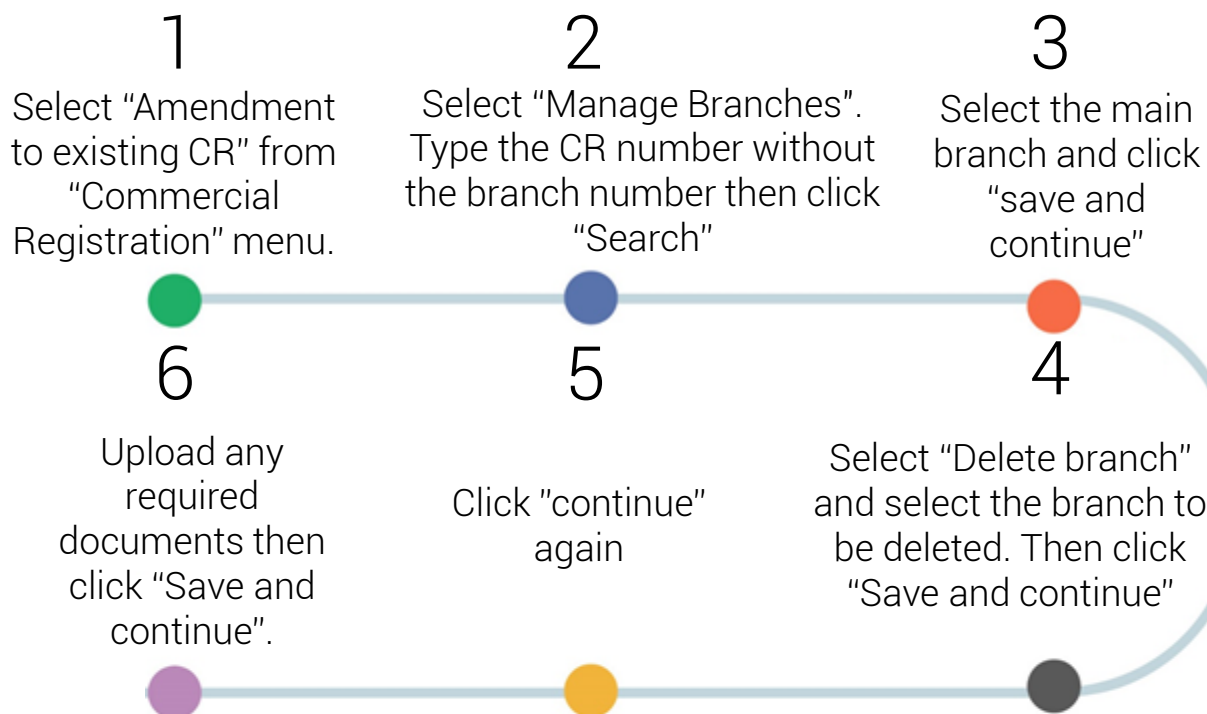


Review your entered information and select preferred language for SMS messages then click "Submit"

# Process

## Amendment (Delete)

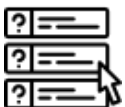
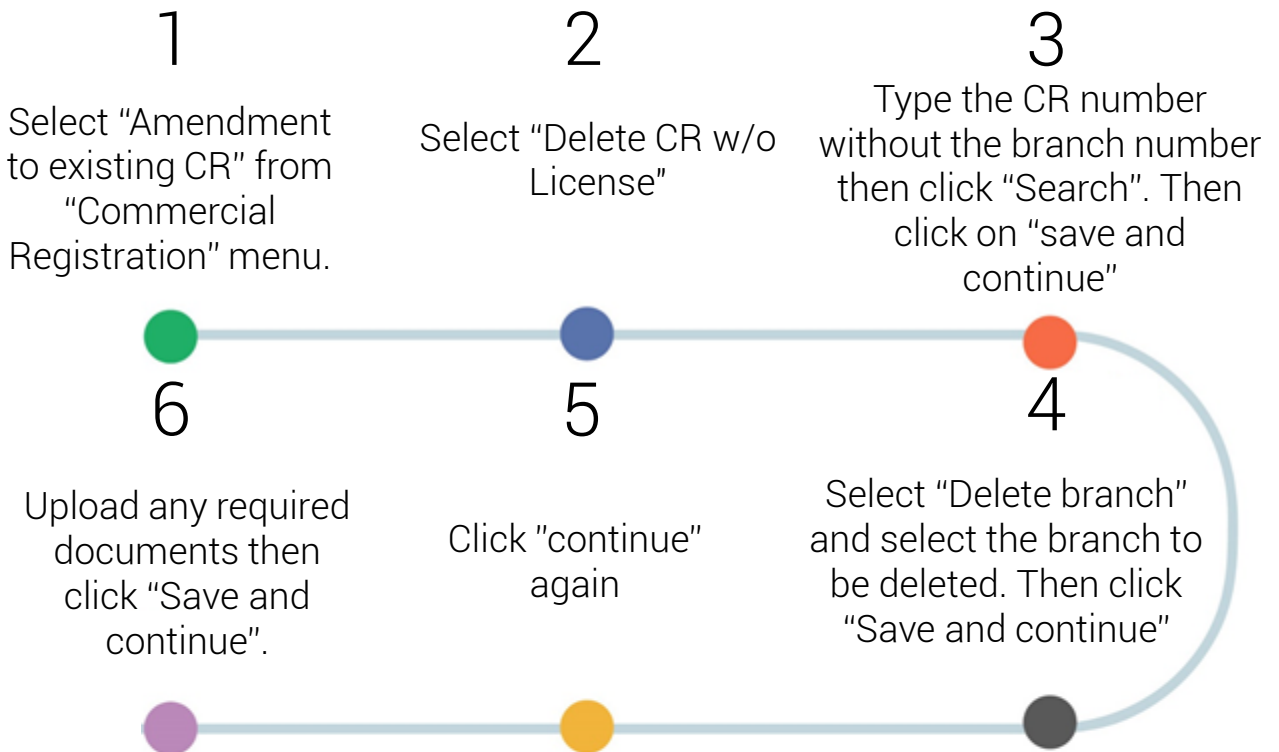
# Delete Branch



Review your entered information and select preferred language for SMS messages then click "Submit"



# Delete CR without license



Review your entered information and select preferred language for SMS messages then click "Submit"

# Cancel Commercial Agency

1

Select "Agency Registration" menu.

2

Select "Amendment"

3

Enter "Applicant Details"

6

Choose "Type of Cancellation" and choose the "Reason". Then click "Save and Continue"

5

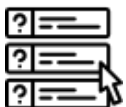
Click "Save and Continue"

4

Enter "Application Details" (Choose Amendment Type: Cancel Agency and enter Agency No.). Click "Search"

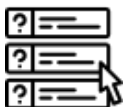
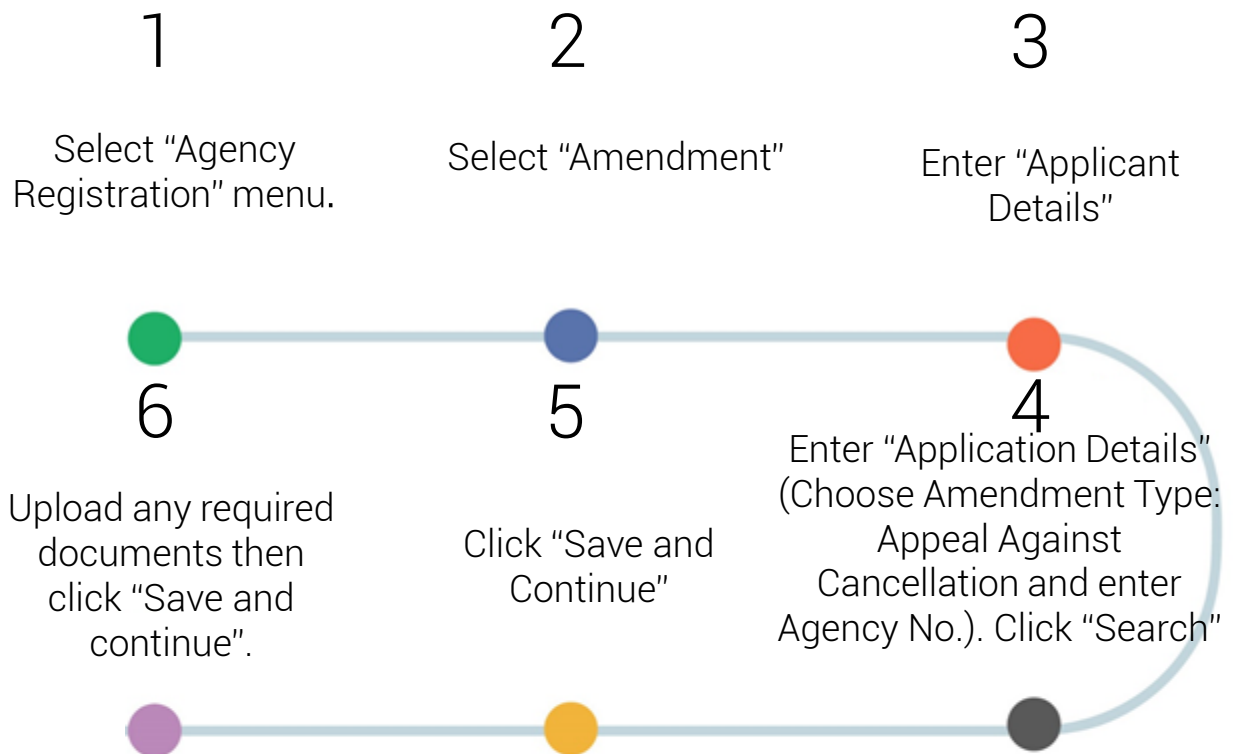
7

Upload any required documents then click "Save and continue".



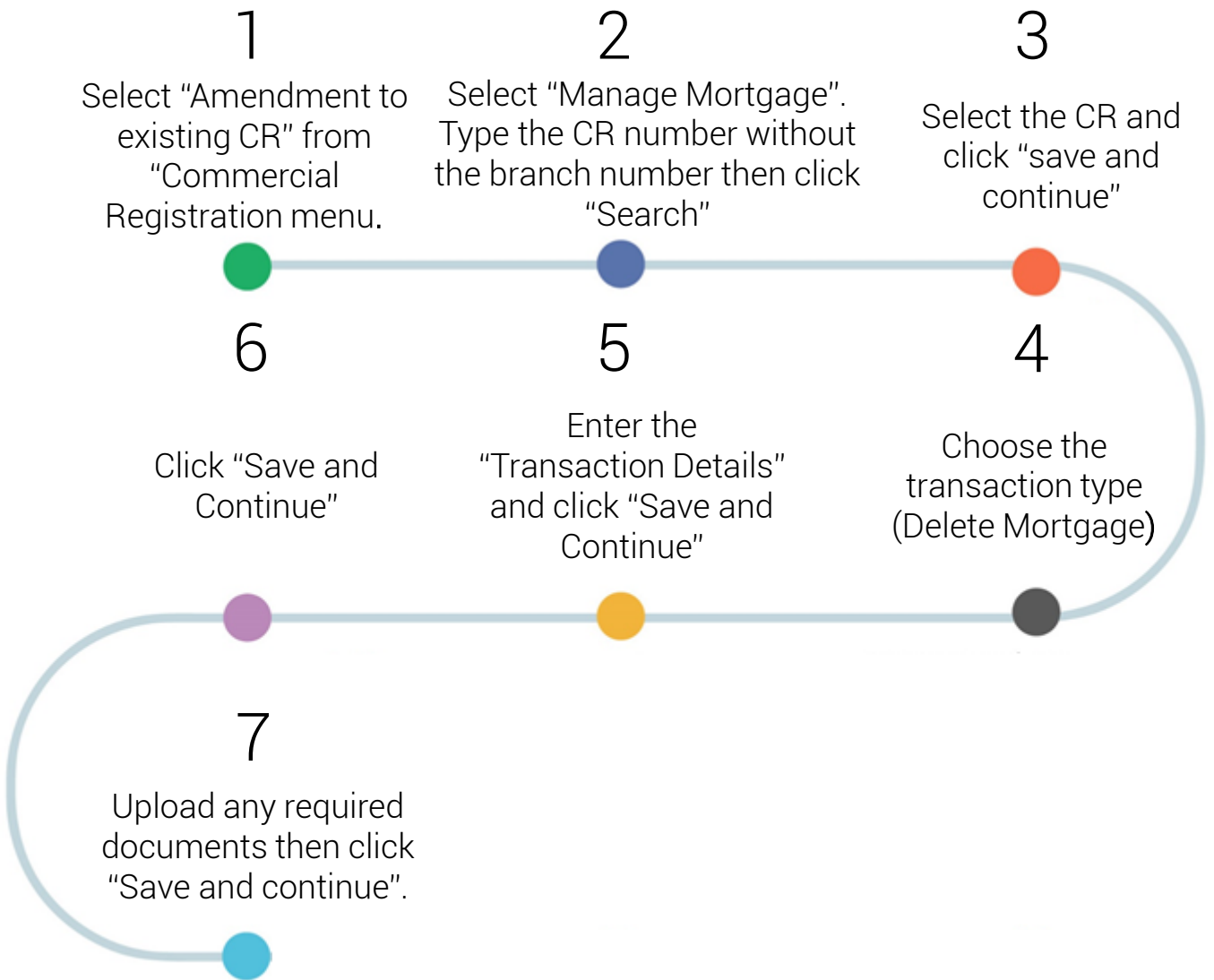
Review your entered information and select preferred language for SMS messages then click "Submit"

# Appeal Against Cancellation of Commercial Agency



Review your entered information and select preferred language for SMS messages then click "Submit"

# Delete Mortgage

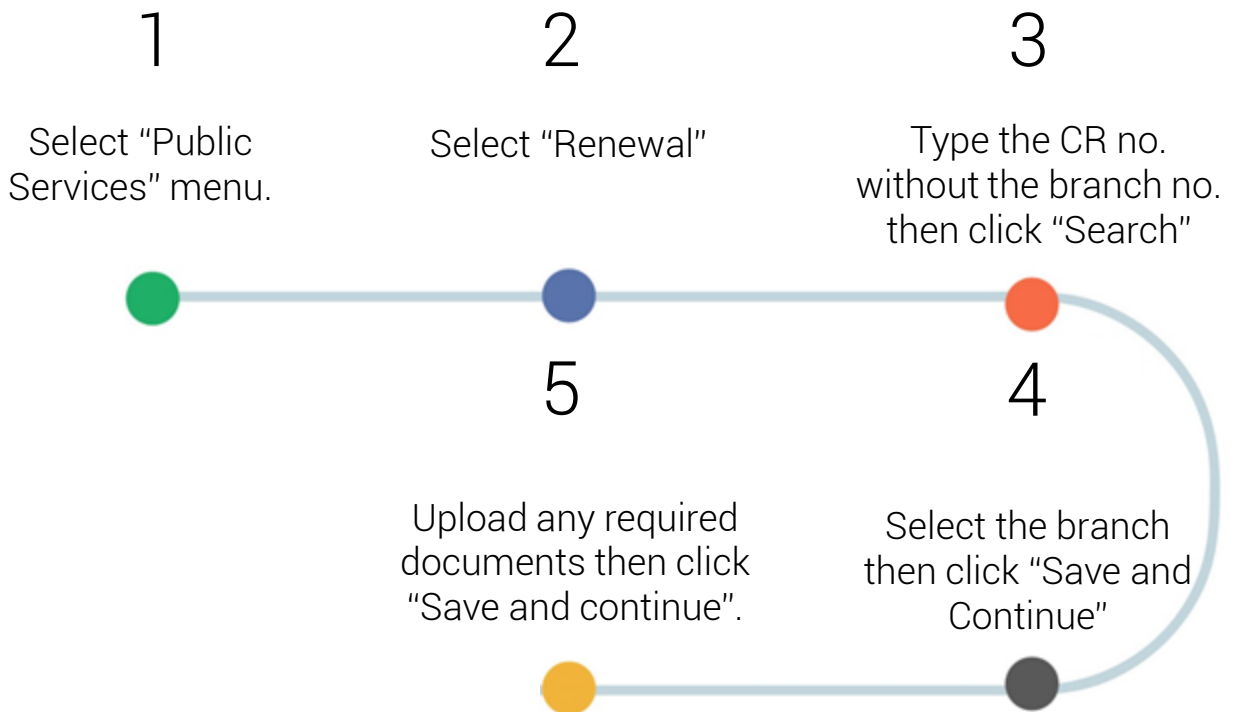


Review your entered information and select preferred language for SMS messages then click "Submit"

# Process

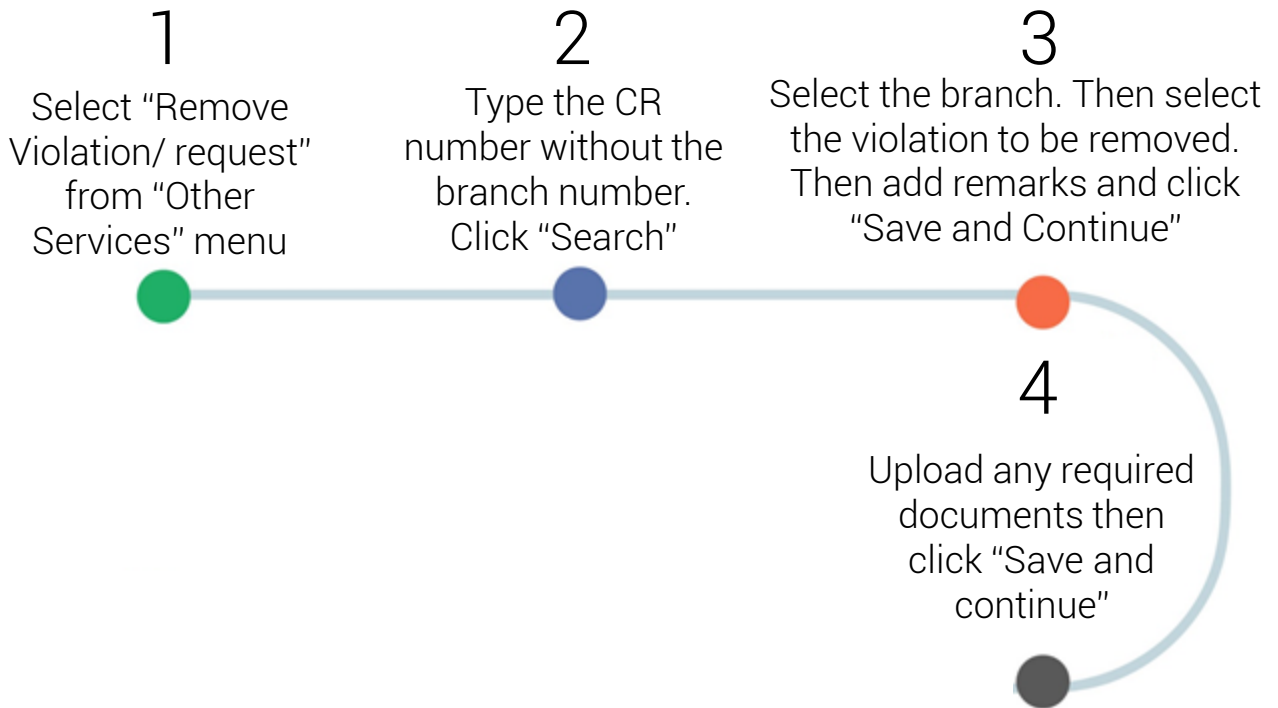
## Renewal/Violation

# Commercial Registration Renewal



Review your entered information and select preferred language for SMS messages then click "Submit"

# Request to Remove Violation



Review your entered information and select preferred language for SMS messages then click "Submit"

# Status Enquiry for Request to Remove Violation

1

Select "Remove Violation/ request" from "Other Services" menu



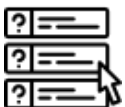
2

You can use any search criteria available in the page to search, then click "Search"



3

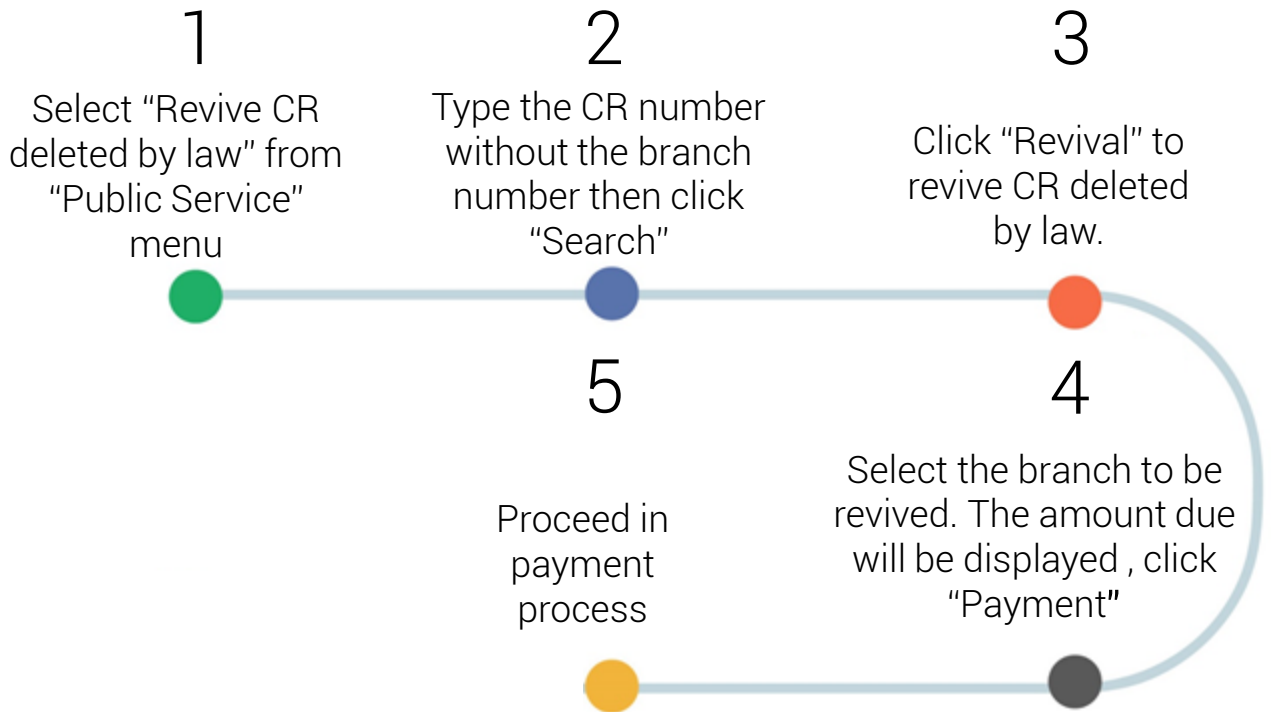
Click on Request no to view or to edit request information



Review your entered information and select preferred language for SMS messages then click "Submit"

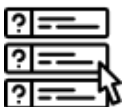
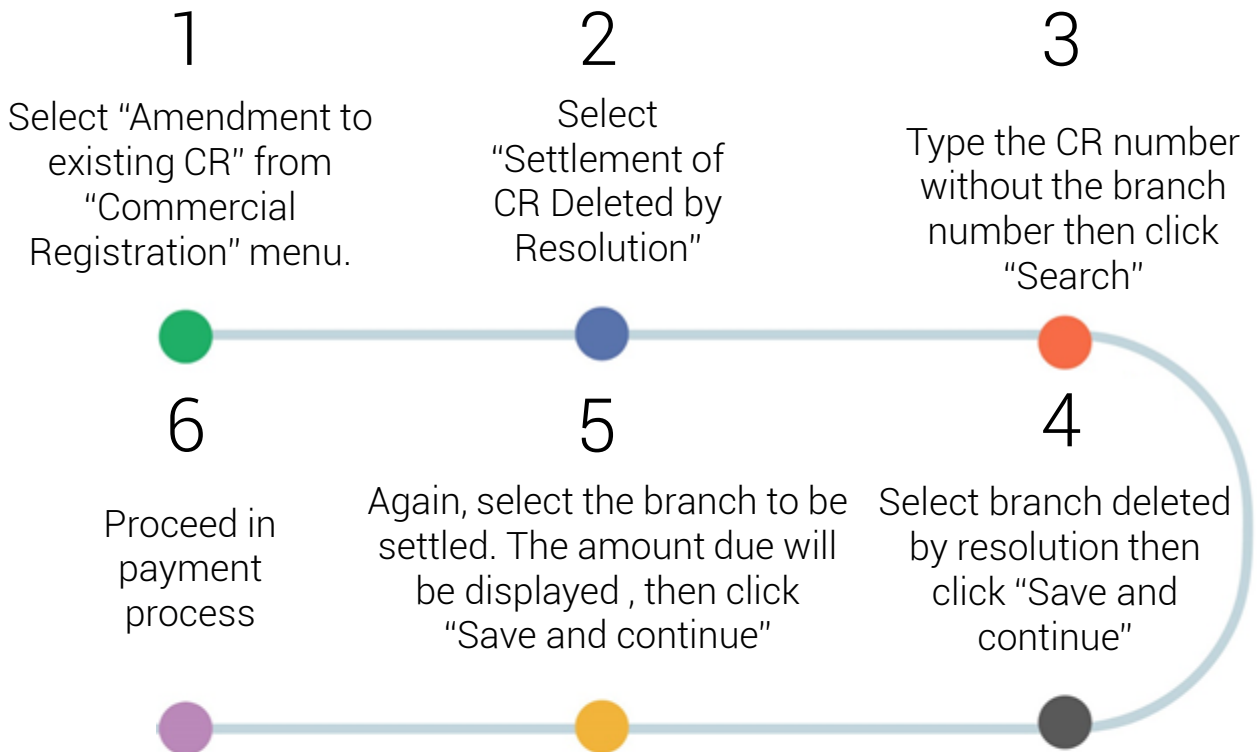


# Revive CR Deleted by Law



Review your entered information and select preferred language for SMS messages then click "Submit"

# Settle CR deleted by resolution



Review your entered information and select preferred language for SMS messages then click "Submit"

# Register Liquidation

1

Select "Amendment to existing CR" from "Commercial Registration menu."

2

Select "Manage Liquidation". Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"

6

Click "Save and Continue"

5

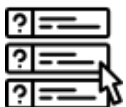
Choose liquidation details (compulsory or voluntary) and click "save and continue"

4

Choose the transaction type (Register Liquidation)

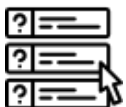
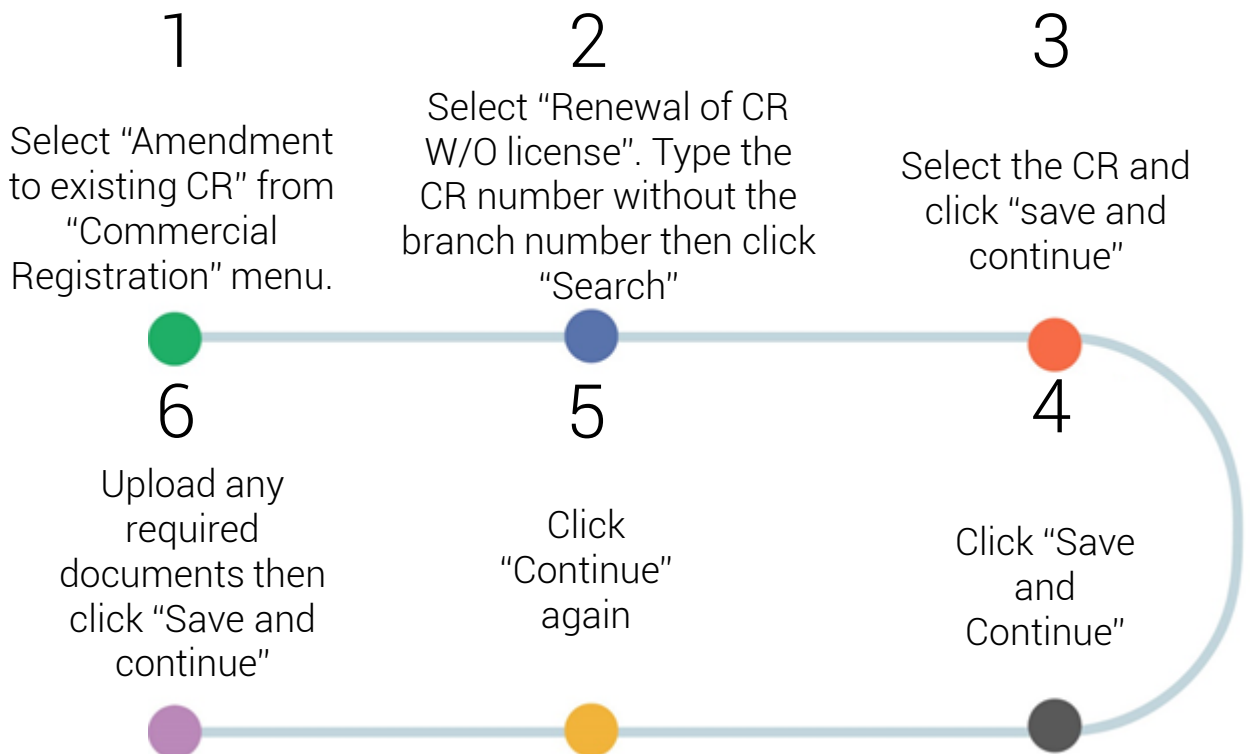
7

Upload any required documents then click "Save and continue".



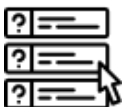
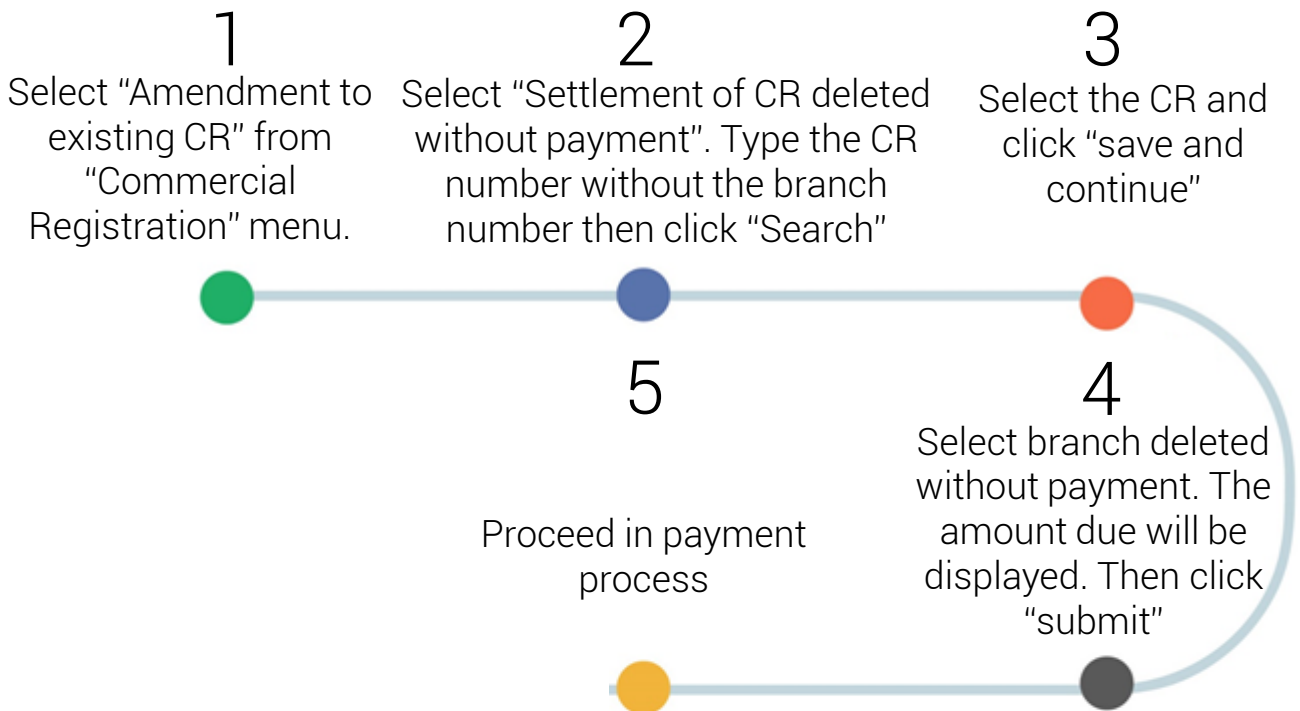
Review your entered information and select preferred language for SMS messages then click "Submit"

# Renew CR without license



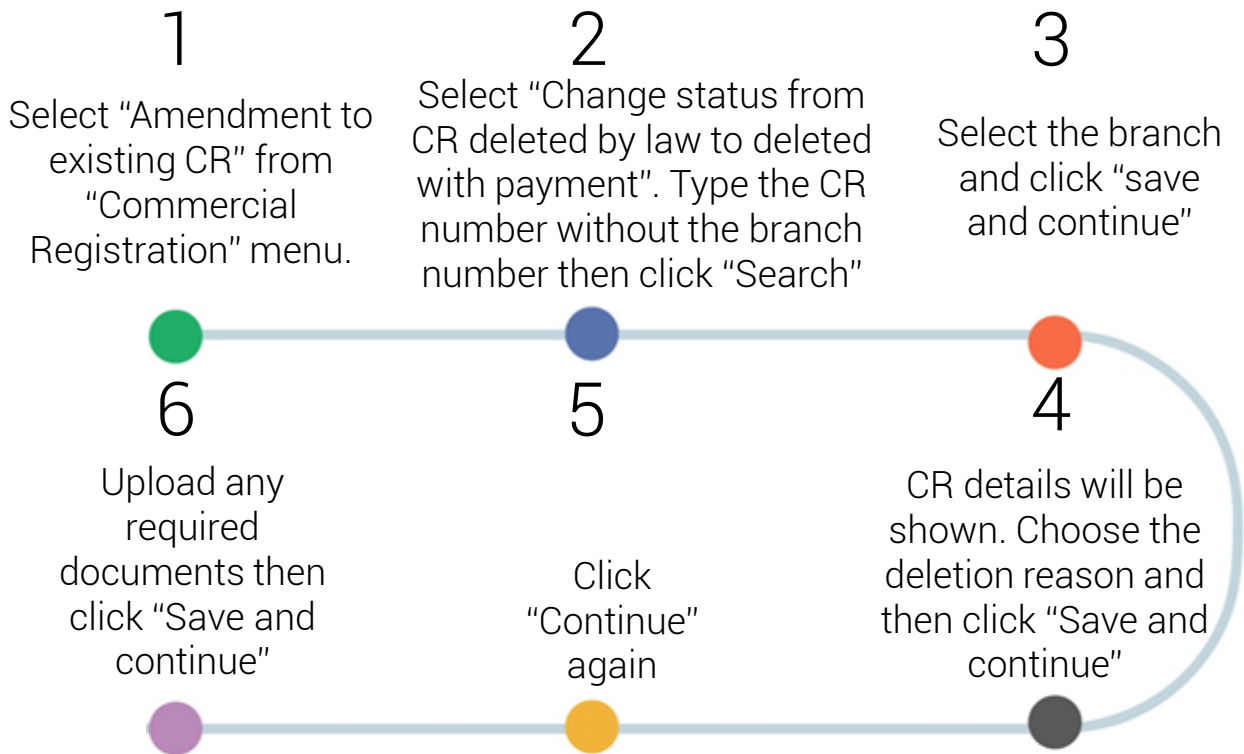
Review your entered information and select preferred language for SMS messages then click "Submit"

# Settlement of CR deleted without payment



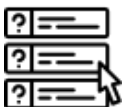
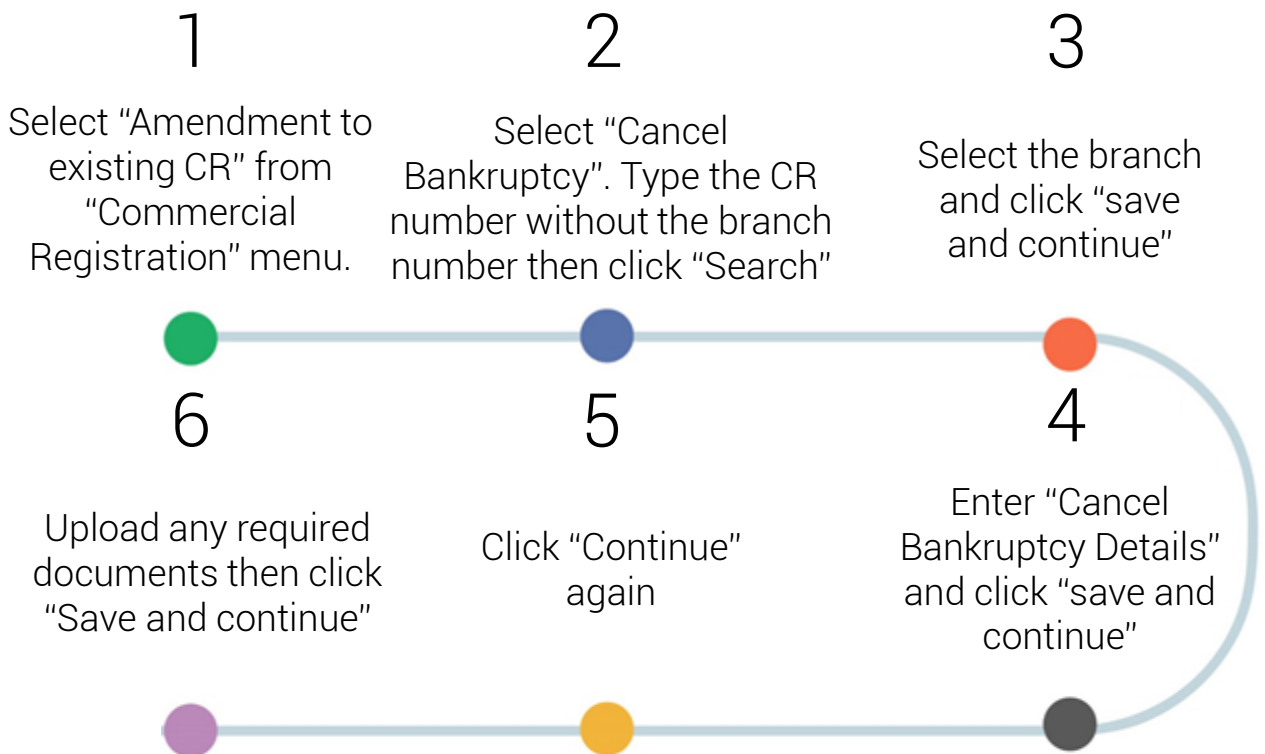
Review your entered information and select preferred language for SMS messages then click "Submit"

# Change status from CR deleted by law to deleted with payment



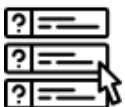
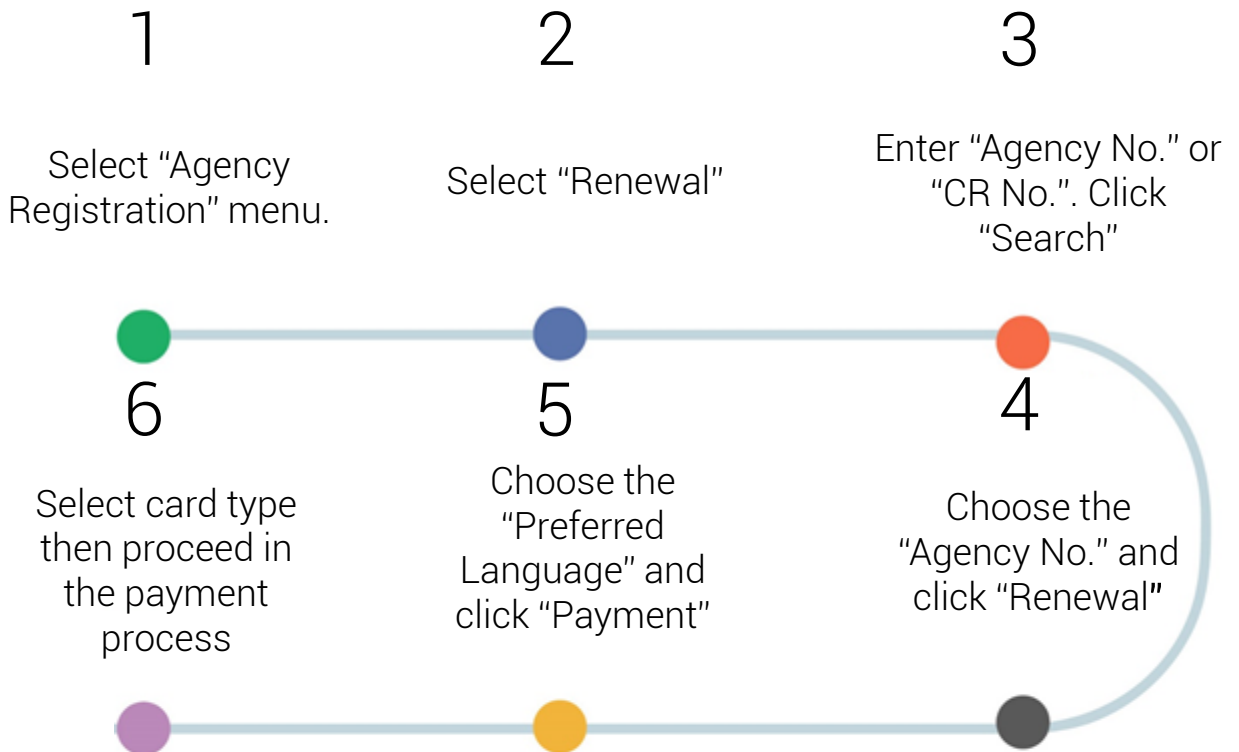
Review your entered information and select preferred language for SMS messages then click "Submit"

# Cancel Bankruptcy



Review your entered information and select preferred language for SMS messages then click "Submit"

# Agency Renewal



Review your entered information and select preferred language for SMS messages then click "Submit"



# Process

Others

# Inquiry about application

1

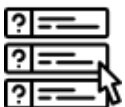
Select "Application Status Inquiry" from "Commercial Registration" menu

2

All the applications applied within the shown "Application date" date will be listed.

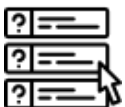
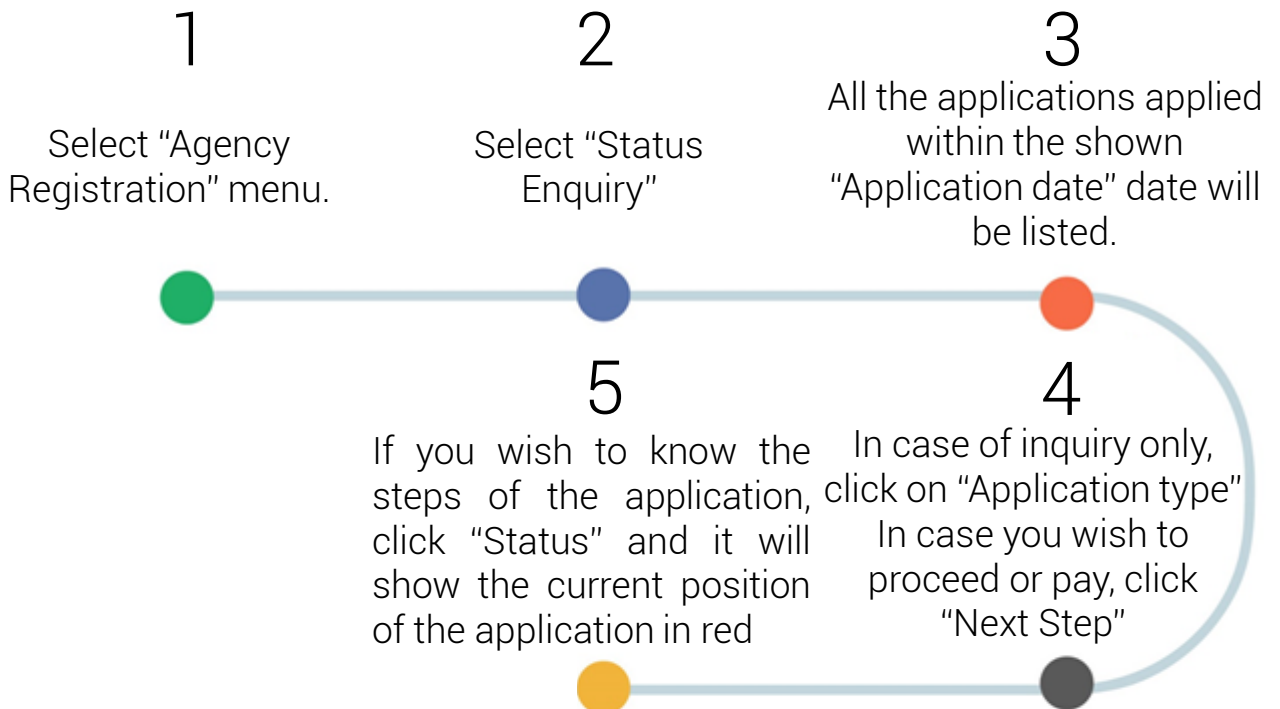


- In case of inquiry only, click on "Application type". In case you wish to proceed or pay, click "Next Step" .
- If you wish to know the steps of the application, click "Status" and it will show the current position of the application in red



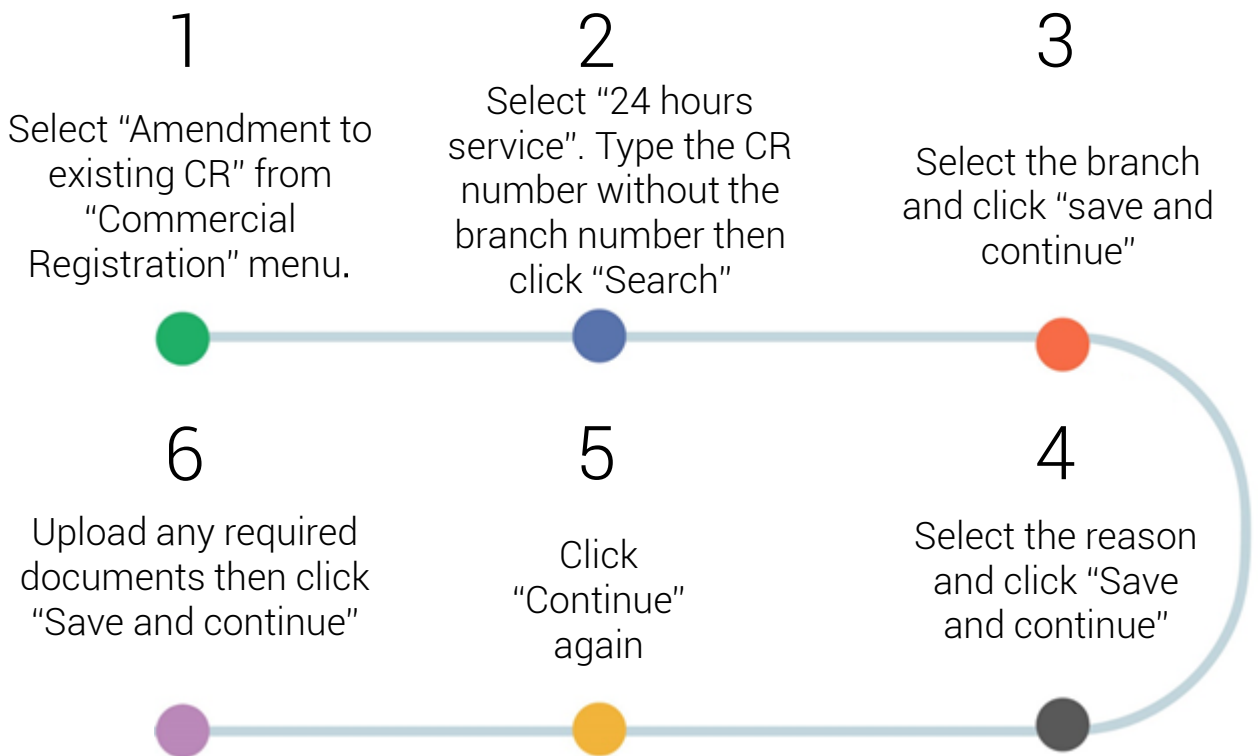
Review your entered information and select preferred language for SMS messages then click "Submit"

# Enquiry about Application of Commercial Agencies



Review your entered information and select preferred language for SMS messages then click "Submit"

# 24 Hours Service



Review your entered information and select preferred language for SMS messages then click "Submit"