

Investor Guide

and System Processes



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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 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



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



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 all their 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



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



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



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 main 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 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



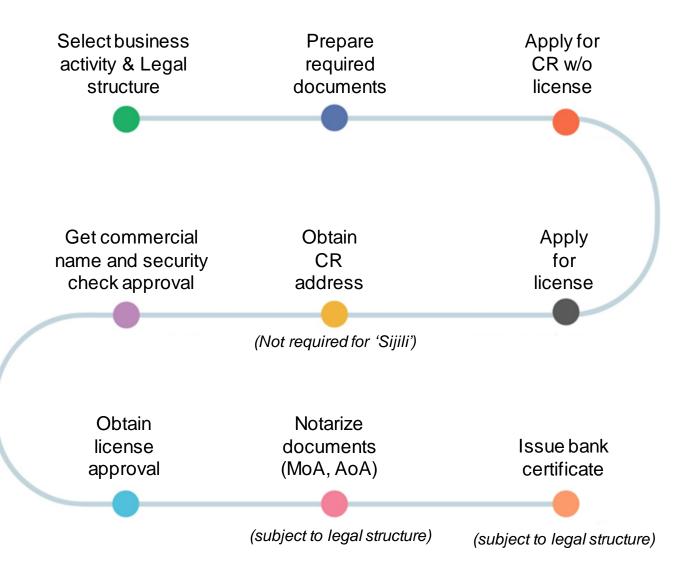
Must submit an audited annual financial statements to the Ministry



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".



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"

7License/
Approval List will
appear. Click
"Continue"



Agency Registration

1

Select "Registration" from "Agency Registration" menu.

2

Type the CR number without the branch number then click "Search"

3

Select the branch then click "Save and continue"

6

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

5

Enter agreements details – agency details then click "Save and continue" 4

Enter company details "Principal", and Add the required products then click "Save and continue"



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.

7Upload any required documents then click "Save and continue".



Add Activity

Select "Manage Activity". Select "Amendment to Select the Type the CR number existing CR" from branch and click "Commercial without the branch number "save and Registration" menu. then click "Search" continue" Upload any Select "Add activity". required Then select the desired Click "continue" documents then activity to be added. again click "Save and Click "Save and continue". continue"



Register Mortgage

Select "Manage Mortgage". Select "Amendment to Select the CR and Type the CR number without existing CR" from click "save and the branch number then click "Commercial continue" "Search" Registration" menu. Enter the "Transaction Choose the Select Mortgage type (Mortgage for branches or Details" and click transaction type Mortgage for shareholder's (Register "Save and Continue" shares) Mortgage) Upload any required Click documents then click "Continue" "Save and continue" again



Process Amendment (Change)

Change Company Address

Select "Change company Select "Amendment to Select the desired address". Type the CR existing CR" from branch then click no. without the branch no "Commercial "Save and then click "Search" Registration" menu. continue" Type the new address Upload any required in the address fields documents then and enter Mobile no. Click "continue" again click "Save and and e-mail then click continue" "Save and continue"



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"



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

5

4

Click "continue" again

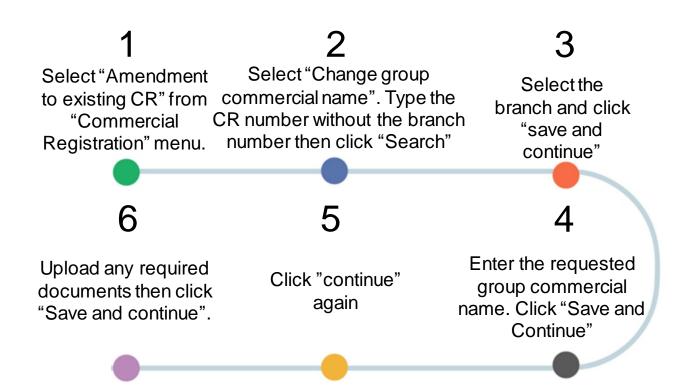
Select the desired activity to be added. Click "Save and continue"

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

7Upload any required documents then click "Save and continue".



Change Group Commercial Name





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"

 \sim

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

7Upload any required documents then click "Save and continue".



Change Authorized Signatories

1

Select "Amendment to existing CR" from "Commercial Registration" menu. 2

Select "Manage Authorized Signatory". Type the CR number without the branch number then click "Search" 3

Select the CR and click "save and continue"

6

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

5

Click "continue" again

4

Enter, delete and update the authorized signatories as desired



Change of Directors

Select "Amendment Select "Change of Select the CR to existing CR" from directors". Type the CR and click "save "Commercial number without the branch and continue" Registration" menu. number then click "Search" Upload any Enter, delete and required Click "continue" update the documents then again directors as click "Save and desired continue".



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"



Change Company Period

1

Select "Amendment to existing CR" from "Commercial Registration" menu. 2

Select "Company Period".

Type the CR number without the branch number then click "Search"

3

Select the CR and click "save and continue"

6

Upload any required documents then click "Save and continue". 5

Click "continue" again

4

Select the company period limited (enter number of years) or unlimited, then click "Save and continue"



Change Financial Year

Select "Amendment Select "Change Financial Select the CR to existing CR" from Year". Type the CR number and click "save "Commercial without the branch number and continue" then click "Search" Registration" menu. Upload any Enter the requested required Click "continue" "Financial Year End" documents then again and click "save and click "Save and continue" continue".



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"



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"



Change Memorandum and Articles of Association

1

Select "Amendment to existing CR" from "Commercial Registration" menu. 2

Select "Change Financial Year". Type the CR number without the branch number then click "Search" 3

Select the CR and click "save and continue"

6

Upload any required documents then click "Save and continue". 5

Click "continue" again

4

Enter the requested "Financial Year End" and click "save and continue"



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

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"

5

Select "Commercial Registration Type" and "Branches Transferred". Enter the required information and click "Save and continue" 4

Choose Transfer to: "new CR"

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

8

Click "Continue" again

9

Upload any required documents then click "Save and continue"



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

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"

5

Select "Commercial Registration Type" and "Branches Transferred". Enter the required information and click "Save and continue" 4

Choose Transfer to: "same CR"

7
Enter the Ultimate
Beneficial Owner
Information. Click
"Save and continue"

8

Click "Continue" again

9

Upload any required documents then click "Save and continue"



Change Financial Year

1

Select "Amendment to existing CR" from "Commercial Registration" menu. 2

Select "Manage Representative". Type the CR number without the branch number then click "Search" 3

Select the CR and click "save and continue"

6

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

5

Click "continue" again

4

Enter the CPR number of the new representative and click "Add". Choose the scope of delegation details and click "Save and continue"



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".



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"

7Upload any required documents then click "Save and continue".



Change the Agreement Clauses of Commercial Agency

1

2

3

Select "Agency Registration" menu.

Select "Amendment"

Enter "Applicant Details"

6

click "Save and Continue"

Choose the "Transaction Type" and enter the new "Agreement Details". Then 5

Click "Save and Continue"

4

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

7Upload any required documents then click "Save and continue".



Modify Mortgage

Select "Manage Mortgage". Select "Amendment to Select the CR and Type the CR number without existing CR" from click "save and the branch number then click "Commercial continue" "Search" Registration menu. Choose the Enter the Click "Save and "Transaction Details" transaction type Continue" and click "Save and (Modify Mortgage) Continue"

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



Process Amendment (Delete)

Delete Branch

Select "Amendment Select "Manage Branches". Select the main Type the CR number without to existing CR" from branch and click the branch number then click "Commercial "save and "Search" Registration" menu. continue" Upload any Select "Delete branch" required Click "continue" and select the branch to documents then again be deleted. Then click click "Save and "Save and continue" continue".



Delete CR without license

Type the CR number Select "Amendment Select "Delete CR w/o without the branch number to existing CR" from License" then click "Search". Then "Commercial click on "save and Registration" menu. continue" Select "Delete branch" Upload any Click "continue" and select the branch to required documents again be deleted. Then click then click "Save "Save and continue" and continue".



Cancel Commercial Agency

Select "Agency Select "Amendment" Enter "Applicant Registration" menu. Details" Enter "Application Details" Choose "Type of (Choose Amendment Cancellation" and choose Click "Save and Type: Cancel Agency and the "Reason". Then click Continue" enter Agency No.). Click "Save and Continue" "Search" Upload any required documents then click "Save and continue".



Appeal Against Cancellation of Commercial Agency

Select "Agency Select "Amendment" Enter "Applicant Registration" menu. Details" Enter "Application Details" (Choose Amendment Upload any Type: Appeal Against Click "Save and required documents Cancellation and enter Continue" then click "Save Agency No.). Click and continue". "Search"



Delete Mortgage

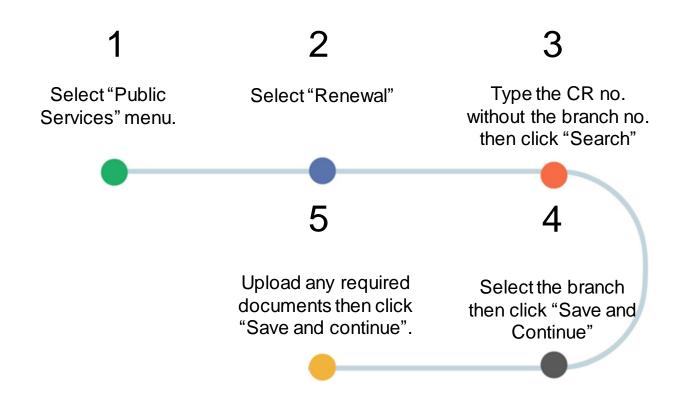
Select "Amendment to Select "Manage Mortgage". Select the CR and existing CR" from Type the CR number without click "save and the branch number then click "Commercial continue" "Search" Registration menu. Enter the Choose the Click "Save and "Transaction Details" transaction type and click "Save and Continue" (Delete Mortgage) Continue"



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

Process Renewal/Violation

Commercial Registration Renewal





Request to Remove Violation

1

Select "Remove Violation/ request" from "Other Services" menu 2

Type the CR number without the branch number. Click "Search"

3

Select the branch. Then select the violation to be removed. Then add remarks and click "Save and Continue"

4

Upload any required documents then click "Save and continue"



Status Enquiry for Request to Remove Violation

1

Select "Remove Violation/ request" from "Other Services" menu 2

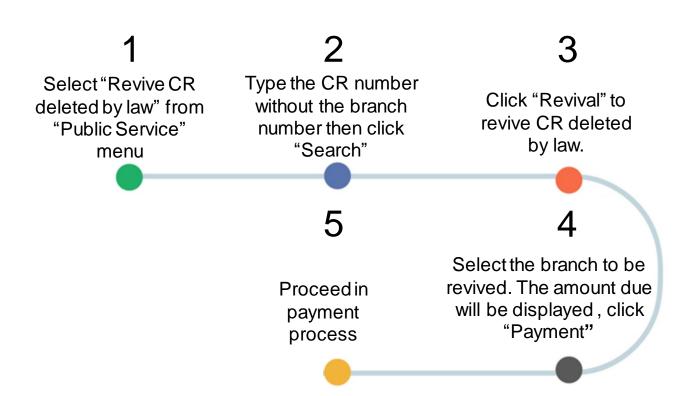
You can use any search criteria available in the page to search, then click "Search"

3

Click on Request no. to view or to edit request information



Revive CR Deleted by Law





Settle CR deleted by resolution

Select "Amendment to Select Type the CR number existing CR" from "Settlement of without the branch "Commercial CR Deleted by number then click Resolution" Registration" menu. "Search" Again, select the branch to Select branch **Proceed in** be settled. The amount due deleted by resolution payment will be displayed, then click then click "Save and process "Save and continue" continue"



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

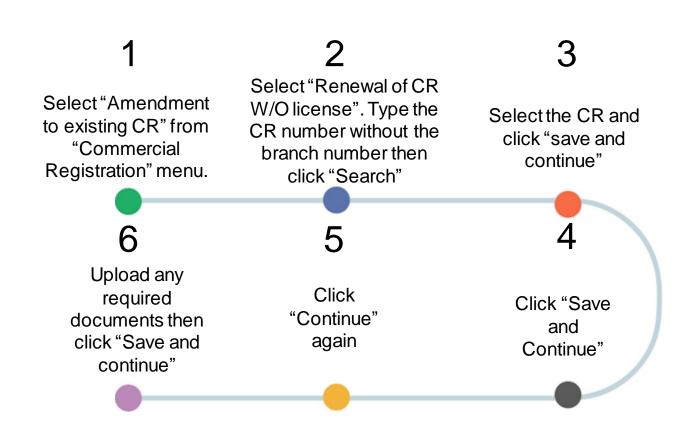
Choose the transaction type (Register Liquidation)

7

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



Renew CR without license





Settlement of CR deleted without payment

Select "Amendment to Select "Settlement of CR deleted Select the CR and existing CR" from without payment". Type the CR click "save and "Commercial number without the branch continue" Registration" menu. number then click "Search" Select branch deleted without payment. The **Proceed** in amount due will be displayed. Then click payment process "submit"



Change status from CR deleted by law to deleted with payment

1

Select "Amendment to existing CR" from "Commercial Registration" menu. 2

Select "Change status from CR deleted by law to deleted with payment". 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

CR details will be shown. Choose the deletion reason and then click "Save and continue"

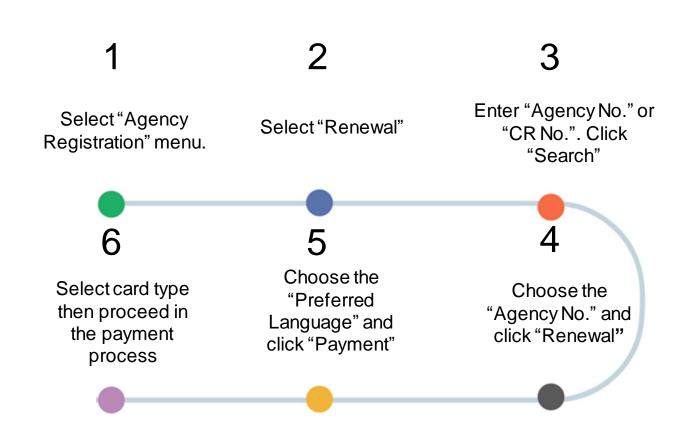


Cancel Bankruptcy

Select "Amendment to Select "Cancel Select the branch existing CR" from Bankruptcy". Type the CR and click "save "Commercial number without the branch and continue" Registration" menu. number then click "Search" Enter "Cancel Upload any required Click "Continue" Bankruptcy Details" documents then click and click "save and again "Save and continue" continue"



Agency Renewal







Inquiry about application

1

2

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



Inquiery about Application of Commercial Agencies

Select "Agency Registration" menu.

Select "Status Inquiery"

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

If you wish to know the steps of the application, click on "Application type" click "Status" and it will show the current position of the application in red

In case of inquiry only, In case you wish to proceed or pay, click "Next Step"



24 Hours Service

