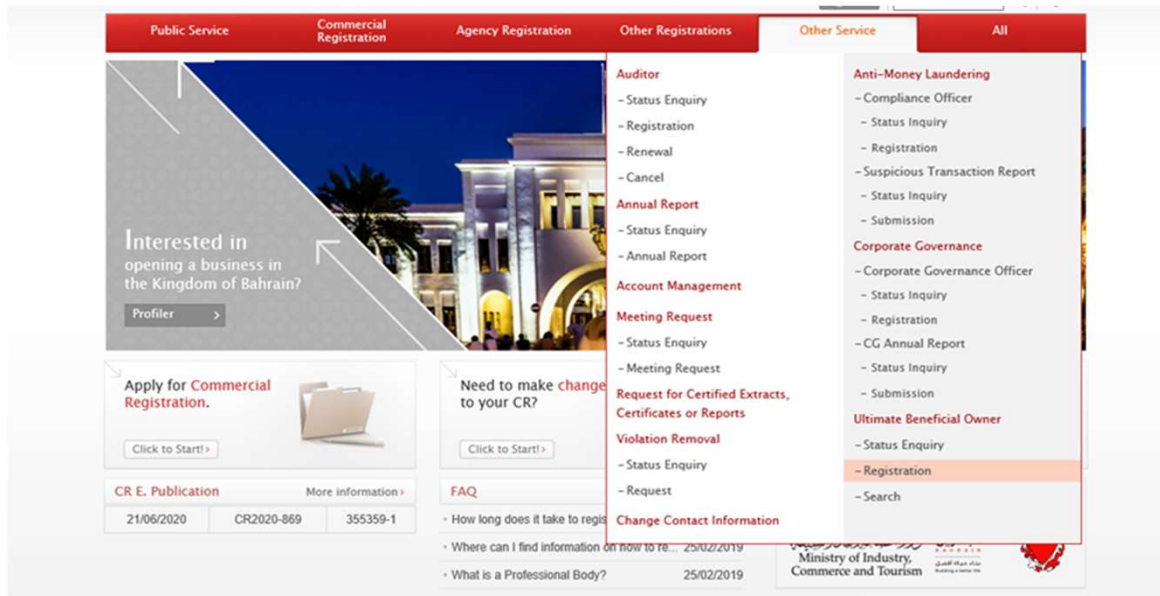


# How to Assign the Ultimate Beneficiary Owner.

1. Register by the owner of the CR or authorized signatory E-Key.
2. Other services, Ultimate Beneficial Owner – Registration.



The screenshot shows the website interface with a navigation bar at the top containing: Public Service, Commercial Registration, Agency Registration, Other Registrations, Other Service, and All. The 'Other Service' menu is expanded, listing various services. The 'Ultimate Beneficial Owner' section is highlighted, and the 'Registration' option under it is selected. Other visible services include Auditor, Annual Report, Account Management, Meeting Request, Request for Certified Extracts, Certificates or Reports, Violation Removal, Change Contact Information, Anti-Money Laundering, Corporate Governance, and Ultimate Beneficial Owner. The main content area features a banner for 'Interested in opening a business in the Kingdom of Bahrain?' and a 'Click to Start!' button for 'Apply for Commercial Registration'.

# How to Assign the Ultimate Beneficiary Owner.

## 3- Enter CR number

Other Service

- Auditor
- Status Enquiry
- Registration
- Renewal
- Cancel
- Annual Report
- Status Enquiry
- Annual Report
- Account Management
- Meeting Request
- Status Enquiry
- Meeting Request
- Request for Certified Extracts, Certificates or Reports
- Violation Removal
- Status Enquiry
- Request
- Change Contact Information
- Anti-Money Laundering
- Compliance Officer
- Status Inquiry
- Registration

### Ultimate Beneficial Owner Registration

General Information
Upload Documents
Submit

**Applicant Details**

CPR No.*	620056266		
Mobile No. *	BAHRAIN (973)	00000000	
Email *	bilis.lgcns@gmail.com		
Phone No.	BAHRAIN (973)		
Fax No.	BAHRAIN (973)		

\* Indicates Required Field

**CR Details**

CR No.  Search

CR No.		Status	
Commercial Name (Arabic)		Commercial Name (English)	
Registration Date		Expiry Date	
Company Type			

Save & Continue  
Chat now

# How to Assign the Ultimate Beneficiary Owner.

## 4- Select the CR.

- Meeting Request
- Status Enquiry
- Meeting Request
- Request for Certified Extracts, Certificates or Reports
- Remove Violation
- Status Enquiry
- Request
- Change Contact Information
- Anti-Money Laundering
- Compliance Officer
- Status Inquiry
- Registration
- Suspicious Transaction Report
- Status Inquiry
- Submission

\* Indicates Required Field

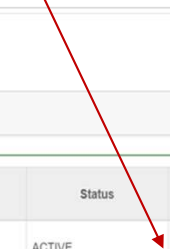
CR Details

CR No.  Search

CR No.	Commercial Name (Arabic)	Commercial Name (English)	Company Type	Status	Select
86844-1	شركة نعيم كرمستجي التجارية	NAEEM KARMATAJI Trading Co. W.L.L	With Limited Liability Company	ACTIVE	<span style="background-color: #f00; color: white; padding: 2px 5px;">Select</span>

Close

CR No.	Status
Commercial Name (Arabic)	Commercial Name (English)
Registration Date	Expiry Date
Company Type	



# How to Assign the Ultimate Beneficiary Owner.

5-Select the type of UBO & then fill the details in the assigned fields

- Anti-Money Laundering ▾
- Compliance Officer
- [Status Inquiry](#)
- [Registration](#)
- Suspicious Transaction Report
- [Status Inquiry](#)
- [Submission](#)
- Corporate Governance ▾
- Corporate Governance Officer
- [Status Inquiry](#)
- [Registration](#)
- CG Annual Report
- [Status Inquiry](#)
- [Submission](#)
- Ultimate Beneficial Owner ▾
- [Status Enquiry](#)
- [Registration](#)
- [Search](#)

• Ultimate Beneficial Owner Information (For entire company)

Name (Arabic)	Name (English)	Nationality	TIN (Tax Identification Number)
No Data Found			

[Add Individual](#)

**Ultimate Beneficial Owner Information**

CPR Holder     Non-CPR Holder

CPR No.\*  [Validate Person](#)

CPR No.     Nationality

TIN (Tax Identification Number)\*   
 I declare that I DO NOT have Tax Identification Number, and I take full responsibility if found otherwise

Tax Residency Country\*

Mobile No.\*

Email\*

Phone No.

[Add](#)    [Close](#)

# How to Assign the Ultimate Beneficiary Owner.

## 6- Enter UBO CPR # & press verify person.

- **Anti-Money Laundering** ▾
- Compliance Officer
- [Status Inquiry](#)
- [Registration](#)
- Suspicious Transaction Report
- [Status Inquiry](#)
- [Submission](#)
- **Corporate Governance** ▾
- Corporate Governance Officer
- [Status Inquiry](#)
- [Registration](#)
- CG Annual Report
- [Status Inquiry](#)
- [Submission](#)
- **Ultimate Beneficial Owner** ▾
- [Status Enquiry](#)
- [Registration](#)
- [Search](#)

• **Ultimate Beneficial Owner Information (For entire company)**

Name (Arabic)	Name (English)	Nationality	TIN (Tax Identification Number)
No Data Found			

[Add Individual](#)

**Ultimate Beneficial Owner Information**

**CPR Holder** | **Non-CPR Holder**

CPR No. \*  [Validate Person](#)

CPR No.  Nationality

TIN (Tax Identification Number)\*

I declare that I DO NOT have Tax Identification Number, and I take full responsibility if found otherwise

Tax Residency Country\*

Mobile No.\*

Email\*

Phone No.

[Add](#) [Close](#)

# How to Assign the Ultimate Beneficiary Owner.

7- Enter the TIN # and If they don't have TIN (Tax Identification Number), they should check the disclaimer box.

- Anti-Money Laundering ▾
  - Compliance Officer
  - Status Inquiry
  - Registration
  - Suspicious Transaction Report
  - Status Inquiry
  - Submission
- Corporate Governance ▾
  - Corporate Governance Officer
  - Status Inquiry
  - Registration
  - CG Annual Report
  - Status Inquiry
  - Submission
- Ultimate Beneficial Owner ▾
  - Status Enquiry
  - Registration
  - Search

• Ultimate Beneficial Owner Information (For entire company)

Name (Arabic)	Name (English)	Nationality	TIN (Tax Identification Number)
No Data Found			

[Add Individual](#)

CPR Holder   
  Non-CPR Holder

CPR No. \*  [Validate Person](#)

CPR No.     Nationality

TIN (Tax Identification Number)\*   
 I declare that I DO NOT have Tax Identification Number, and I take full responsibility if found otherwise

Tax Residency Country\*

Mobile No.\*

Email\*

Phone No.

[Add](#)   
 [Close](#)

# How to Assign the Ultimate Beneficiary Owner.

8- All the fields should be completed, then press Add.

- **Anti-Money Laundering** ▾
- Compliance Officer
- [Status Inquiry](#)
- [Registration](#)
- Suspicious Transaction Report
- [Status Inquiry](#)
- [Submission](#)
- **Corporate Governance** ▾
- Corporate Governance Officer
- [Status Inquiry](#)
- [Registration](#)
- CG Annual Report
- [Status Inquiry](#)
- [Submission](#)
- **Ultimate Beneficial Owner** ▾
- [Status Enquiry](#)
- [Registration](#)
- [Search](#)

• **Ultimate Beneficial Owner information (For entire company)**

Name (Arabic)	Name (English)	Nationality	TIN (Tax Identification Number)
No Data Found			

[Add Individual](#)

**Ultimate Beneficial Owner Information**

CPR Holder    Non-CPR Holder

CPR No. \*  Validate Person

CPR No.     Nationality

TIN (Tax Identification Number)\*

I declare that I DO NOT have Tax Identification Number, and I take full responsibility if found otherwise

Tax Residency Country\* < Select >

Mobile No.\*    BAHRAIN (973)

Email\*

Phone No.    BAHRAIN (973)

Add    Close

# How to Assign the Ultimate Beneficiary Owner.

**At least one UBO should be assigned for each partner who has 10% or above from shares .**

**9** After adding UBO to all partner Save & Continue.

- Anti-Money Laundering
  - Compliance Officer
  - Status Inquiry
  - Registration
  - Suspicious Transaction Report
  - Status Inquiry
  - Submission
- Corporate Governance
  - Corporate Governance Officer
  - Status Inquiry
  - Registration
  - CG Annual Report
  - Status Inquiry
  - Submission
- Ultimate Beneficial Owner
  - Status Enquiry
  - Registration
  - Search

Ultimate Beneficial Owner Information (For entire company)

Name (Arabic)	Name (English)	Nationality	TIN (Tax Identification Number)
No Data Found			

[Add Individual](#)

Ultimate Beneficial Owner Information

CPR Holder  Non-CPR Holder

CPR No. \*  [Validate Person](#)

CPR No.  Nationality

TIN (Tax Identification Number)\*

I declare that I DO NOT have Tax Identification Number, and I take full responsibility if found otherwise

Tax Residency Country\*

Mobile No.\*

Email\*

Phone No.

[Add](#) [Close](#)



# How to Assign the Ultimate Beneficiary Owner.

## 10- Upload the documents & Save &Continue

Other Service

- Auditor
- Status Enquiry
- Registration
- Renewal
- Cancel
- Annual Report
- Status Enquiry
- Annual Report
- Account Management
- Meeting Request
- Status Enquiry
- Meeting Request
- Request for Certified Extracts, Certificates or Reports

### Ultimate Beneficial Owner Registration

General Information
Upload Documents
Submit

**Upload Document**

\* The maximum file size that can be uploaded is 15MB and each page in the document must be less than 2048KB. Files exceeding this size limit cannot be uploaded to the system.

Document Type	Description	Mandatory	Uploaded File	Upload / Replace	Attach Date	Download	Delete
Copy of Declaration signed by U.B.O	Copy of Declaration signed by U.B.O	Mandatory		Browse...			
Other Documents	<input style="width: 80%;" type="text"/>	Optional		Browse...			

Previous
Save & Continue