Ministry of Industry and Commerce





Request to Financial Report Submission

Log in Sijilat system www.sijilat.bh

- 1. Sign In using E-Key details.
- 2. Update the applicant information.
- 3. Click on **E-services**.
- 4. Click on Annual Report.
- 5. Follow entering the Applicant Details and the CR number.
- 6. Enter the CR number without the branch.
- 7. Select the CR number.
- 8. Select the Application Type. "Company will be able to view a list of violations on its CR as well".
- 9. Select the Year, Audit Firm, Currency, Audited Status, Auditor Opinion and Type of the company activity.
- 10.Enter the values of the Statement of Financial Position and click Save & Continue.
- 11.Enter the values of the Income Statement, upload the full set of the Financial Statements, and click submit or previous in case any corrections are needed.

- 12. Choose communication language with MOIC employees: English or Arabic.
- 13. To follow up on your application after submission click Eservices/Annual Report/ Annual Report Status Enquiry.
- 14. The System will send SMS messages to your mobile no. in the system for each action on your application.

For more information please call (80008001).





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Annual Report					
Annual Report	Annual Report - Status Enquiry				
You can submit an annual report within 6 months from the end of the financial year for the required companies.	You can view the status of the Annual Report				
Corporate Governance					
Corporate Governance Officer Registration/Renewal - Status Enquiry	Corporate Governance Officer Registration/Renewal	Corporate Governance Annual Report Status Inquiry	Submission of Corporate Governance Annual Report		
You can know the status of the application and complete the	You may register/renew the details of the CG Officer and attach a copy of his/ her ID card	You can find out the status of the submitted CG report and complete the required additional information, if any	The registered CG officer must fill out the compliance steps to the principles of corporate governance and attach a copy of the annual	Chat now	

Public Service	Commercial Registration	Agency Registration	Other Registrations	Other Service	All		
Other Service	Annual Report	:					
• <u>Auditor</u>	Conoral la	formation	Unload Documents	Subr	-14		
 Status Enguiry 	General II		opioad Documents	5000	int.		
<u>Registration</u>	Applicant Details						
<u>Renewal</u>	CPR No.*	870811681					
Annual Report	Mobile No. *	BAHRAIN (973)	~				
Status Enquiry	Emeil*		_				
Annual Report	Cilian						
Account Management	Phone No.	BAHRAIN (973)	×				
Meeting Request	Fax No.	BAHRAIN (973)	✓ 1				
Status Enguiry	* Indicates Required Fie	d					
 Meeting Request 	CR Details						
<u>Violation Removal</u>	log u						
 Status Enquiry 	CR NO.	Search					
<u>Request</u>	CP No.		Statue				
Change Contact Information	CIX NO.		Status				
Anti-Money Laundering	(Arabic)		(English)	ame			
Compliance Officer	Registration Date		Expiry Date				
<u>Status Inquiry</u>	Company Type						
- Registration	Does the company of	nstitute a part of a Multinationa	Enterprise?				
Suspicious Transaction Report	Application Type	montato a part of a multihationa	i Enterprise :				
<u>Status Inquiry</u>	- t						
<u>Submission</u>	 Annual Report 	t Submission	O Po	ostpone Letter			
<u>Corporate Governance</u>	Violation List						
Corporate Governance Officer	Inspection No.	Violation No.	Name (Arabic)	Name (English)	Remark		
 <u>Status Inquiry</u> 			No Data Found				
<u>Registration</u>							
 CG Annual Report 	Annual Report Detail					C	hat how

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