

# SMEs REGISTRATION SYSTEM

The Easy Way To Obtain Your  
SMEs Classification Certificate  
For Free

[User Guideline](#)



# SMEs CLASSIFICATION

Classification is made according to the total number of employees and total revenue of all branches registered on the CR

**Resolution No.  
(229) of 2017**

Definition	Annul Turnover (BD)	No. of employees
Micro	1 to 50,000	1 to 5
Small	50,001 to 1 million	6 to 50
Medium	1 million & one to 3 million	51 to 100

# DEMONSTRATION FOR THE PROCESS

of SMEs registration and obtaining  
“SMEs Classification Certificate”

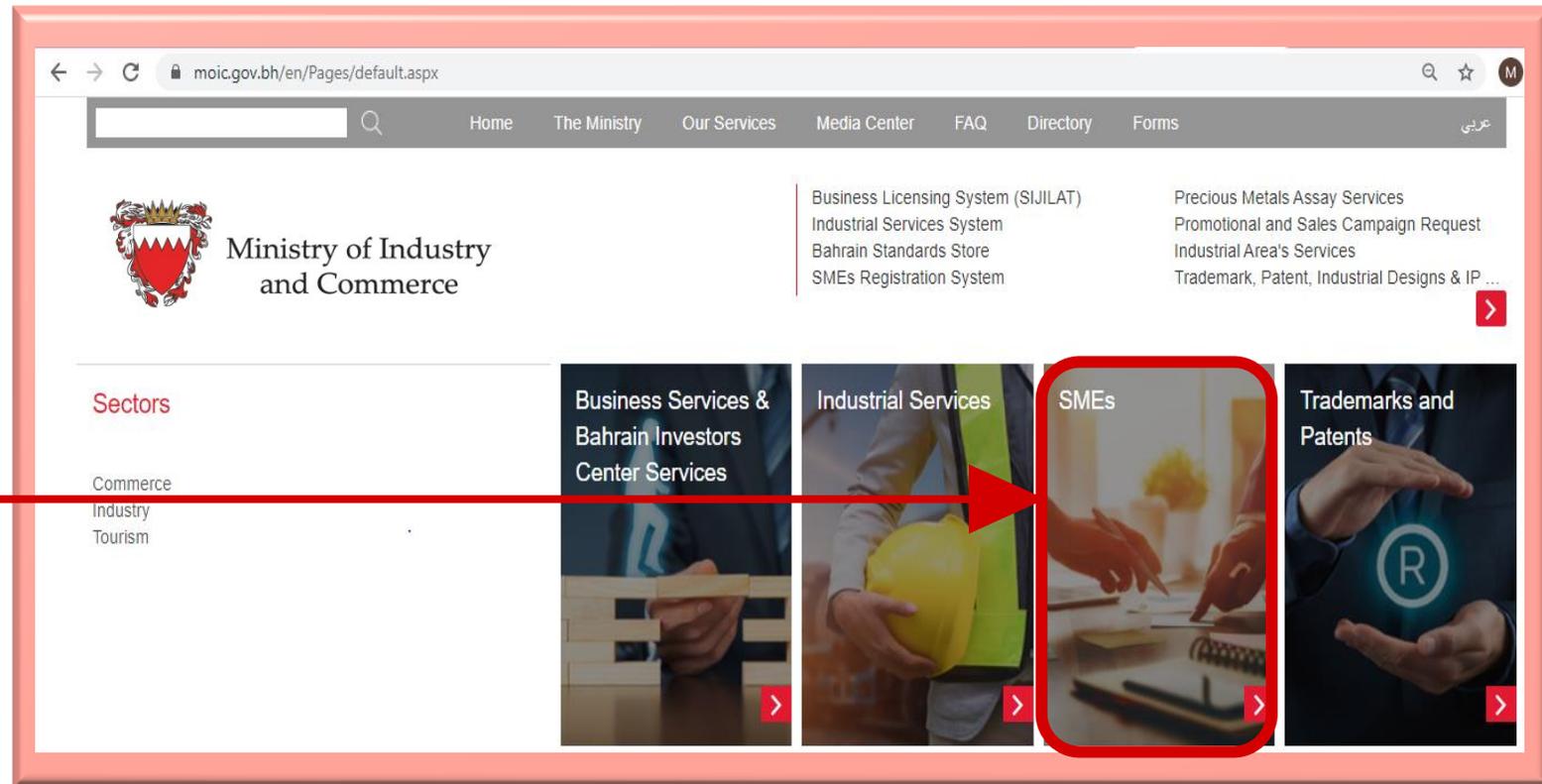
The steps for  
“new application”



# VISIT MOIC WEBSITE

[WWW.MOIC.GOV.BH](http://WWW.MOIC.GOV.BH)

Access to the  
SMEs Page

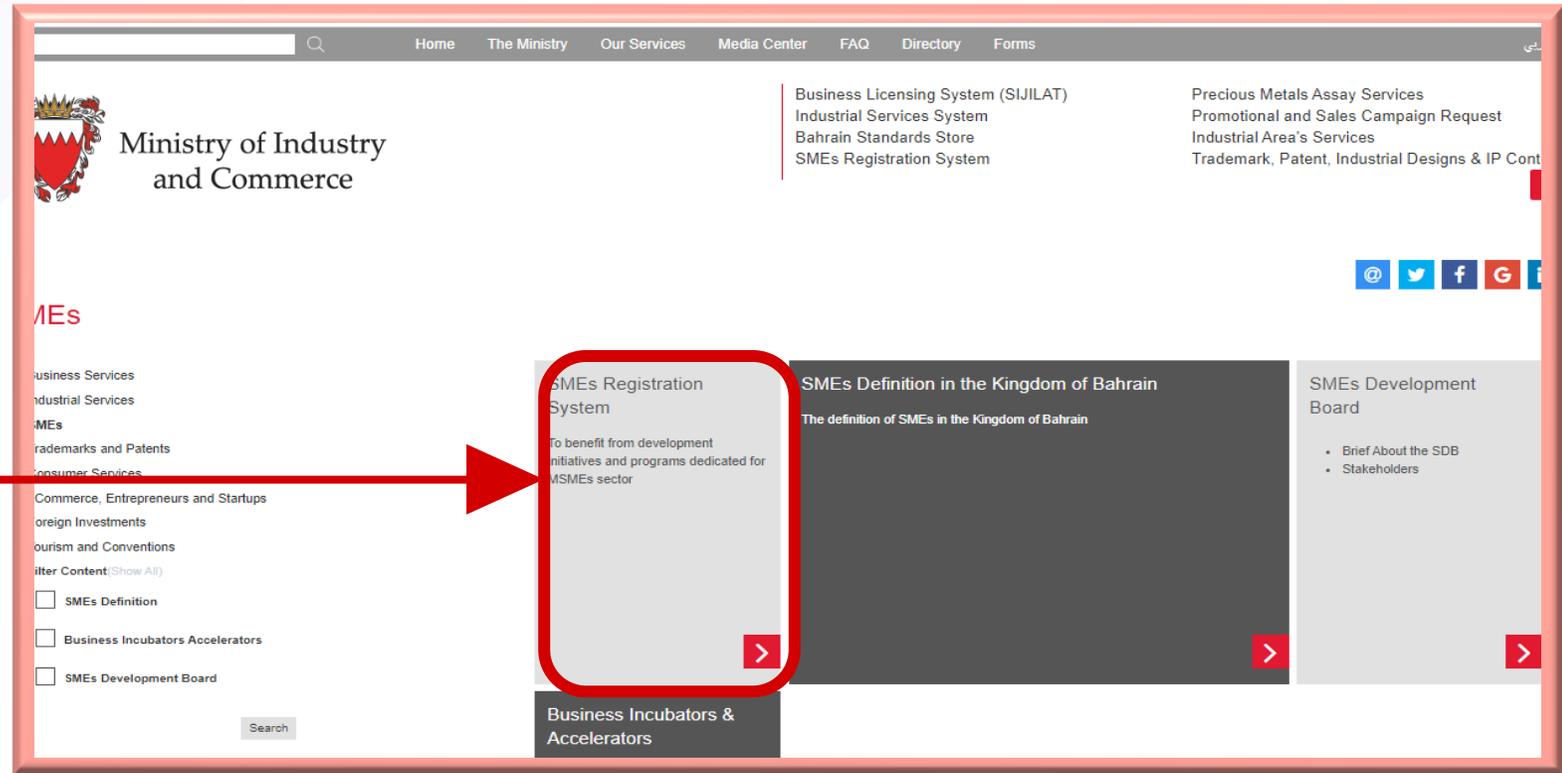


The screenshot shows the MOIC website homepage. The browser address bar displays [moic.gov.bh/en/Pages/default.aspx](http://moic.gov.bh/en/Pages/default.aspx). The navigation menu includes Home, The Ministry, Our Services, Media Center, FAQ, Directory, and Forms. The main content area features the MOIC logo and name, a list of services (Business Licensing System (SIJILAT), Industrial Services System, Bahrain Standards Store, SMEs Registration System, Precious Metals Assay Services, Promotional and Sales Campaign Request, Industrial Area's Services, Trademark, Patent, Industrial Designs & IP ...), and a Sectors section (Commerce, Industry, Tourism). A carousel of four service tiles is visible: Business Services & Bahrain Investors Center Services, Industrial Services, SMEs (highlighted with a red box and a red arrow), and Trademarks and Patents.

# ENTER

the SMEs Registration System

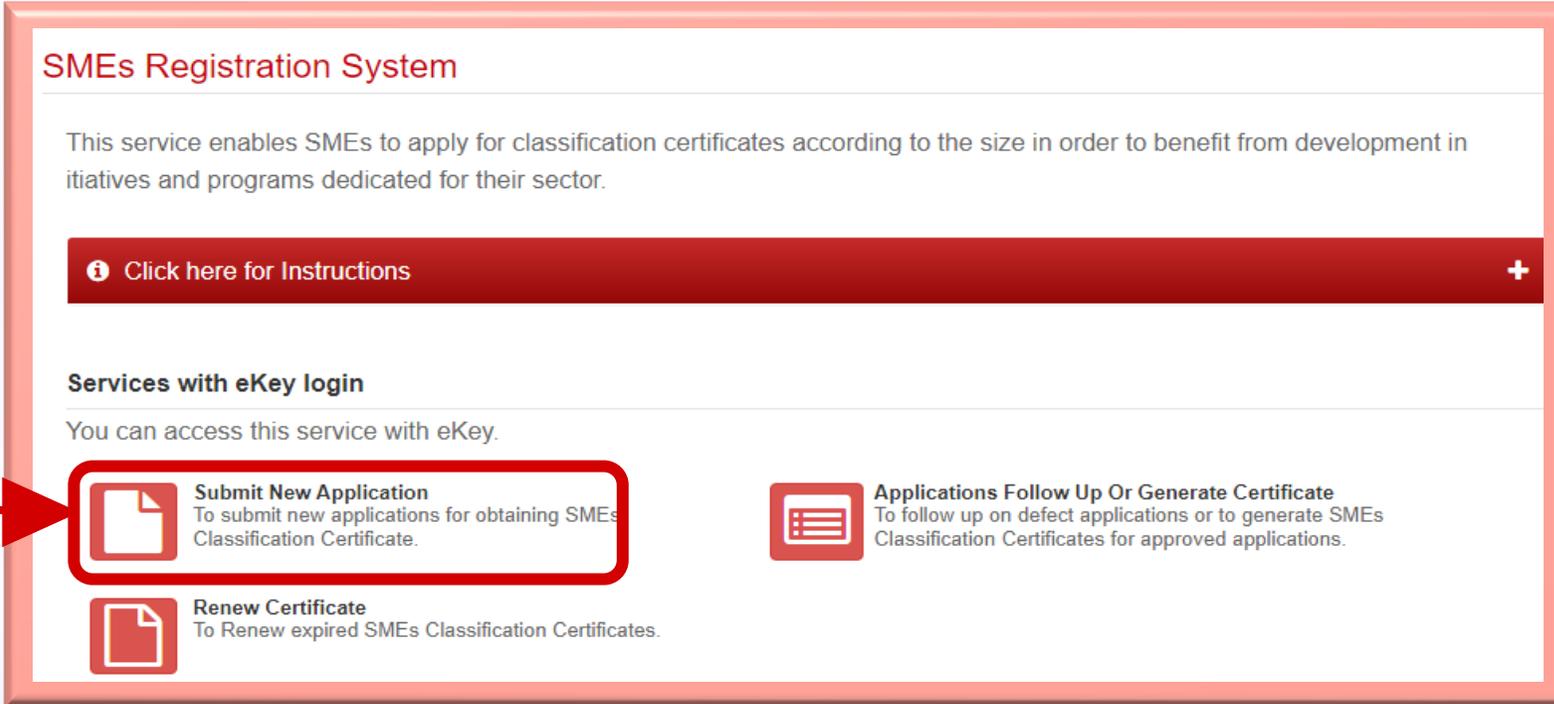
Access to  
the Page



The screenshot shows the website interface for the Ministry of Industry and Commerce. The header includes navigation links: Home, The Ministry, Our Services, Media Center, FAQ, Directory, and Forms. The main content area features the ministry's logo and name. A sidebar on the left lists various services, with 'SMEs' highlighted. A red box highlights the 'SMEs Registration System' link in the main content area. A red arrow points from the 'Access to the Page' button to this link. Other visible links include 'Business Licensing System (SIJILAT)', 'Industrial Services System', 'Bahrain Standards Store', 'SMEs Registration System', 'Precious Metals Assay Services', 'Promotional and Sales Campaign Request', 'Industrial Area's Services', and 'Trademark, Patent, Industrial Designs & IP Cont'. The footer contains social media icons and a search bar.

# Submit

new application



**SMEs Registration System**

This service enables SMEs to apply for classification certificates according to the size in order to benefit from development initiatives and programs dedicated for their sector.

[Click here for Instructions](#)

**Services with eKey login**

You can access this service with eKey.

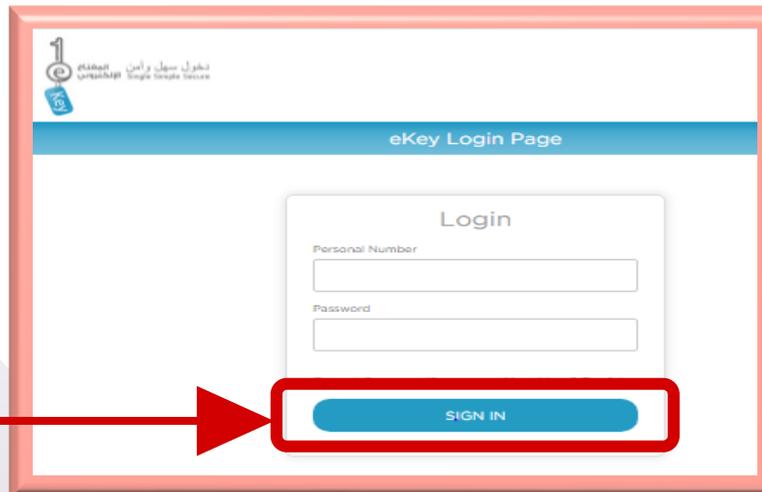
- Submit New Application**  
To submit new applications for obtaining SMEs Classification Certificate.
- Applications Follow Up Or Generate Certificate**  
To follow up on defect applications or to generate SMEs Classification Certificates for approved applications.
- Renew Certificate**  
To Renew expired SMEs Classification Certificates.

Select

# Login

using the E-key of one of the following:  
**1) Owner, or 2) Partners or Shareholders, or 3) Authorized signatories**

Click



1  
تعاون سهل وآمن  
تعاون سهل وآمن  
تعاون سهل وآمن

eKey Login Page

**Login**

Personal Number

Password

**SIGN IN**

# Select

The branch that is to be classified by size

Fill in the required information about the owner or primary shareholder

**1**

SME's Registration Application

This service is provided by Ministry of Industry, Commerce & Tourism (MoICT) to enable SMEs to apply for classification certificate programs dedicated for their sector.

CR No.	Enterprise Name
Example 1	XXXX-1

Owner's Personal Information

(In case of more than one owner, the primary shareholder's details should be entered)

Name (English)	Name (Arabic)
<input type="text"/>	<input type="text"/>
Designation	Gender
<input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female



**2**

Nationality	Date of Birth	
<input type="text"/>	<input type="text"/>	
Telephone No.	Mobile No.	Email
+973 17171717	+973 39393939	<input type="text"/>
Level of education	Employee experience	
Select Level of education	Select Employee experience	
Fields of experience (in business)	Relevant Years of experience	
<input type="text"/>	Select Relevant Years of experience	

**NOTE:** These data are required for communication, statistical process & studies only

# Cont.

The required information

**No. of employees in  
the Selected branch**

Number of employees in the selected branch

Number of Bahraini male employees	<input type="text"/>
Number of Bahraini female employees	<input type="text"/>
Number of Non-Bahraini male employees	<input type="text"/>
Number of Non-Bahraini female employees	<input type="text"/>
Number of Bahraini part-time employees	<input type="text"/>
Number of Non-Bahraini part-time employees	<input type="text"/>

3



**Specify No. of employees in  
all active branches under the CR**

Number of employees in all branches registered under the CR

(in all branches registered under the CR)

I have one branch only

Number of Bahraini male employees	<input type="text"/>
Number of Bahraini female employees	<input type="text"/>
Number of Non-Bahraini male employees	<input type="text"/>
Number of Non-Bahraini female employees	<input type="text"/>
Number of Bahraini part-time employees	<input type="text"/>
Number of Non-Bahraini part-time employees	<input type="text"/>

4

# Cont.

The required information

Total annual amount of Revenue - consolidated

(branches registered under the CR)

- From BD 1 to BD 50,000
- From BD 50,001 to BD 1 Million
- From BD 1,000,001 to BD 3 Millions
- Above BD 3 Millions

**Choose the category that represents last year's annual revenue value of all branches registered on the CR**

# Cont.

The required information

6

Select the top 3 challenges you faced while starting and running your business

(In all branches registered under the CR)

- Access to finance
- Supplying the collaterals required for financing
- Legal and regulatory environment for businesses
- Access to external markets
- Access to local markets
- Enhancing productivity and competitiveness
- Supporting human capital in training and wages
- Access to necessary talents for the project
- Access to information relating to project initiation and implementation



7

Does your enterprise participate in submitting bids for government tenders?  Yes  No

If you answered "Yes" to the 1st question. Did your enterprise get awarded with any government tenders before?  Yes  No

Does your enterprise participate in global exhibitions?  Yes  No

Did you apply for any funding or support for your enterprise from government or semi-government organizations?  Yes  No

If you answered "Yes" to the previous question. Did you obtain any funding or support for your enterprise from government or semi-government organizations?  Yes  No

Does your enterprise have online presence through i.e. a website or other social media channels?  Yes  No

Does your enterprise export?  Yes  No

If you answered "Yes" to the previous question. What destinations are you exporting to?

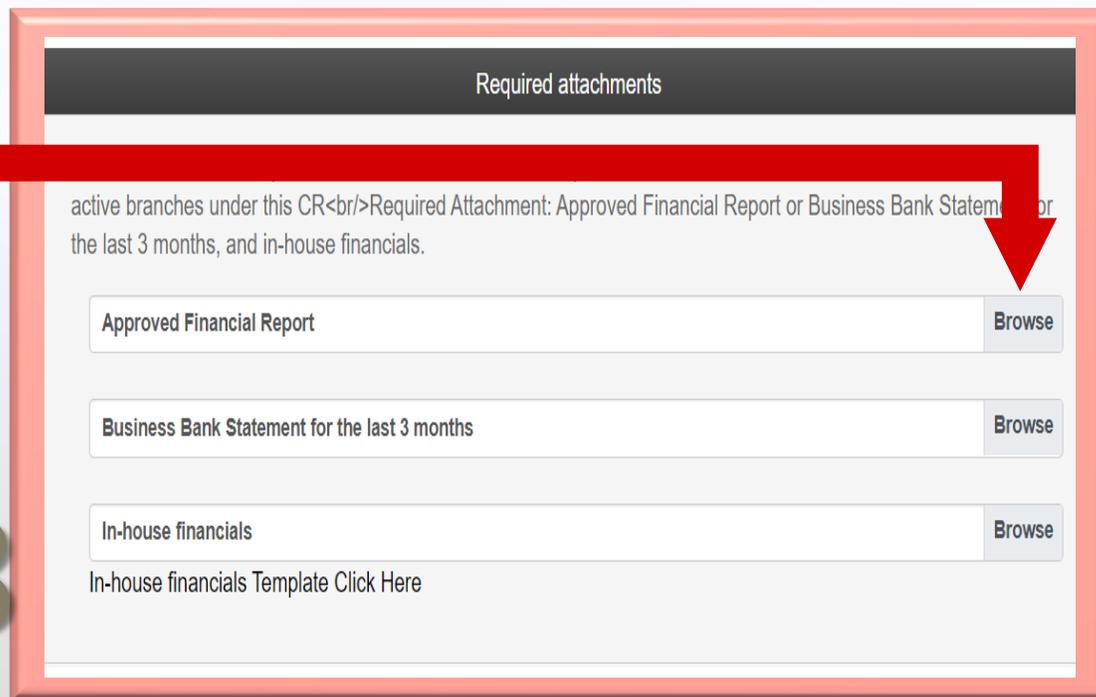
- USA
- European Countries
- East Asia Countries
- GCC
- Other Arab Countries
- Other Countries

**NOTE:** These data are required for communication, statistical process & studies only

# Required Attachments

As per the Size  
(Micro, Small & Medium)

Attached  
the  
required



Required attachments

active branches under this CR<br/>Required Attachment: Approved Financial Report or Business Bank Statement for the last 3 months, and in-house financials.

Approved Financial Report	Browse
Business Bank Statement for the last 3 months	Browse
In-house financials	Browse

In-house financials Template [Click Here](#)

8



**Micro**

Annual Financial Statement (Auditor's Report)

**OR**

Business Bank statement for the last 3 months



**Small**

Annual Financial Statement (Auditor's Report)

**OR**

Business Bank statement for the last 3 months

**&**

Signed & consolidated  
In-house  
Financial Report  
(Income statement +  
Balance sheet)



**Medium**

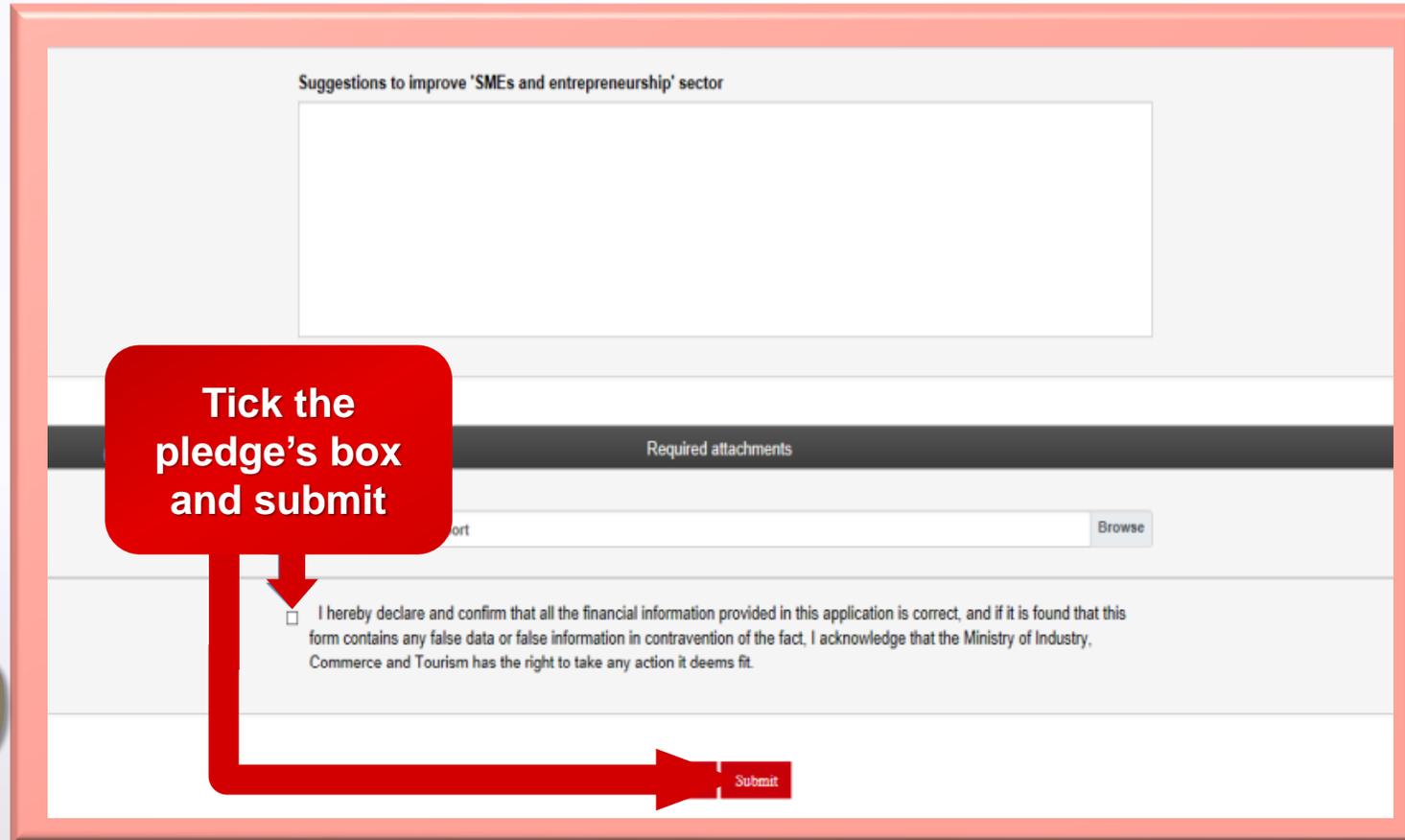
Annual Financial Statement (Auditor's Report)

**NOTE:** template for in-house financials report is available on the main page of the system

# SUBMIT

the application and you will receive a notification on your email address stated on the application

9



Suggestions to improve 'SMEs and entrepreneurship' sector

Required attachments

ort

I hereby declare and confirm that all the financial information provided in this application is correct, and if it is found that this form contains any false data or false information in contravention of the fact, I acknowledge that the Ministry of Industry, Commerce and Tourism has the right to take any action it deems fit.

# FOLLOW UP or GENERATE CERTIFICATE

The application will be processed within three business days, then the applicant will receive an email for the approval of the application or the need to modify it.

**Select**

After defect or approval email access the application to modify it or print the classification certificate



### Submit New Application

To submit new applications for obtaining SMEs Classification Certificate.



### Renew Certificate

To Renew expired SMEs Classification Certificates.



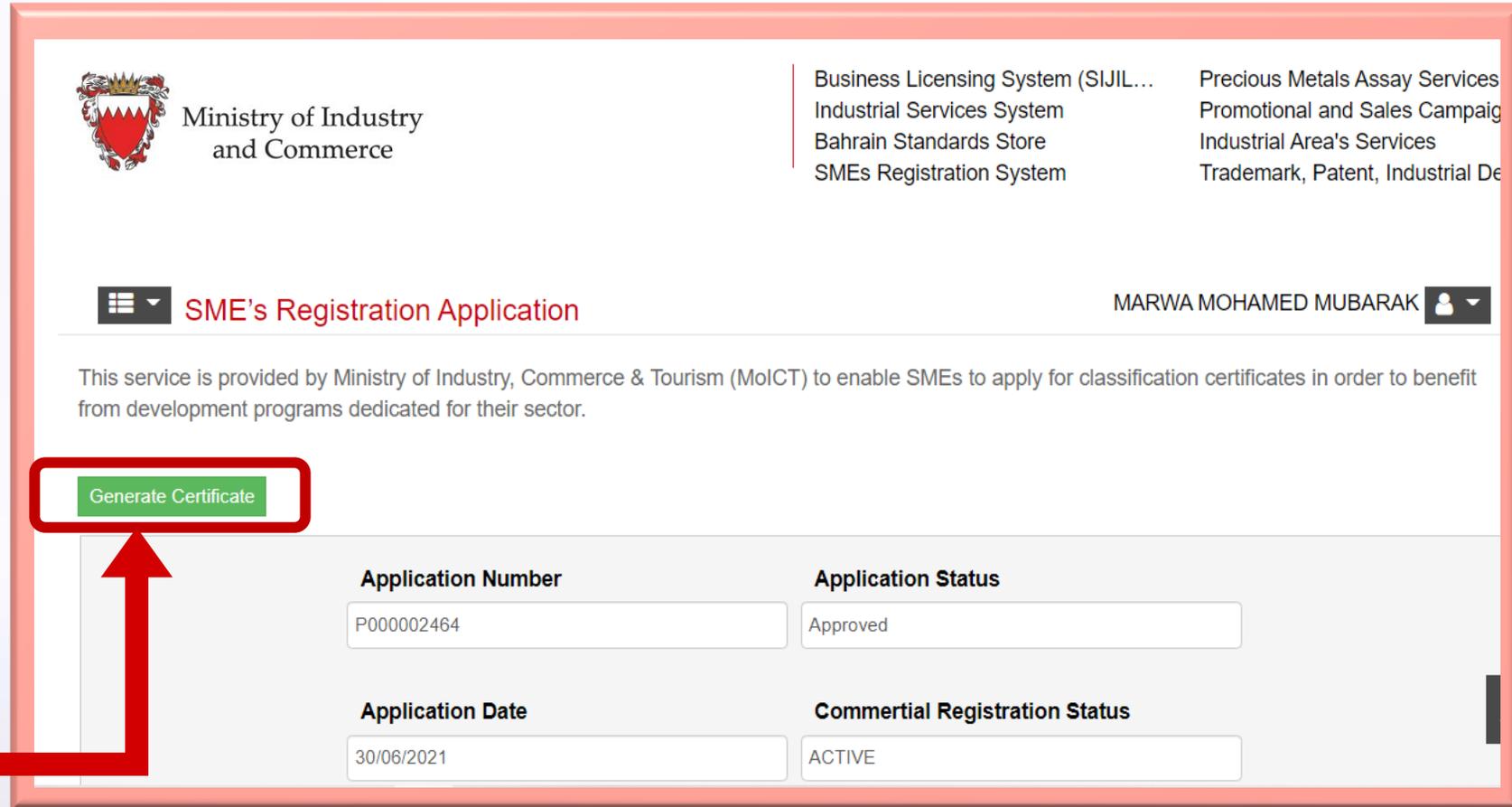
### Applications Follow Up Or Generate Certificate

To follow up on defect applications or to generate SME Classification Certificates for approved applications.

# Obtaining the SMEs Classification Certificate

Once approved, the applicant can access the application as described in the previous step and choose generate Certificate

click

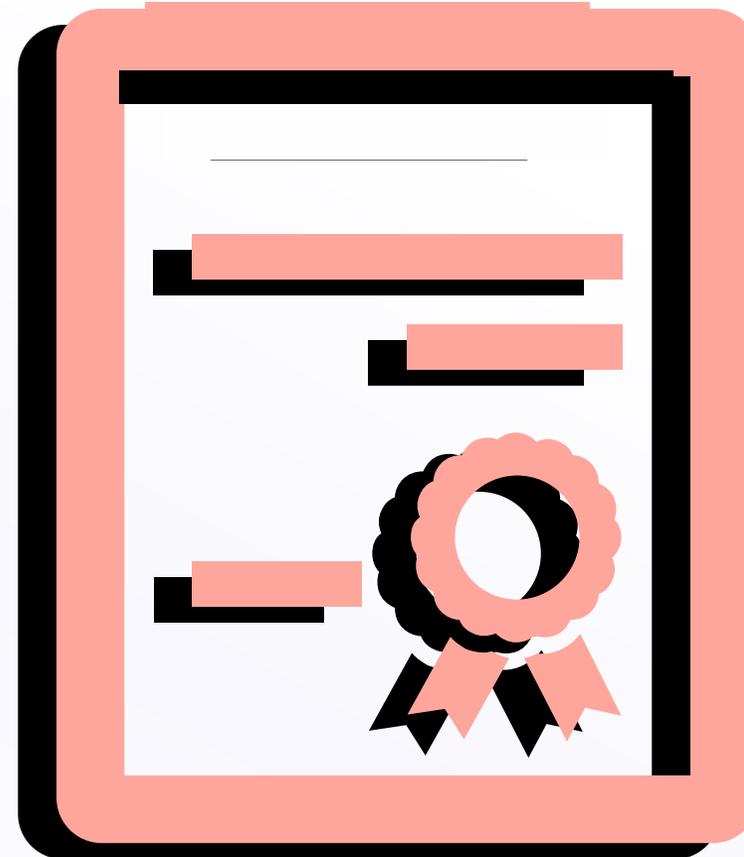


The screenshot shows the 'SME's Registration Application' page. At the top left is the Ministry of Industry and Commerce logo. To the right, there are links to various systems: Business Licensing System (SIJIL...), Industrial Services System, Bahrain Standards Store, SMEs Registration System, Precious Metals Assay Services, Promotional and Sales Campaign, Industrial Area's Services, and Trademark, Patent, Industrial De. Below the header, the user is identified as 'MARWA MOHAMED MUBARAK'. A descriptive paragraph states: 'This service is provided by Ministry of Industry, Commerce & Tourism (MoICT) to enable SMEs to apply for classification certificates in order to benefit from development programs dedicated for their sector.' A green 'Generate Certificate' button is highlighted with a red box and a red arrow pointing to it from a 'click' label. Below the button is a table with application details.

Application Number	Application Status
P000002464	Approved
Application Date	Commercial Registration Status
30/06/2021	ACTIVE

# SMEs Classification Certificate

The applicant can now print, save, and use the electronic version of the certificate to take advantage of SME dedicated services and initiatives.



# Renew Certificate

The expiry date of the certificate corresponds to the expiry date of the CR certificate.

## Select

After renewing the CR, SMEs Classification Certificates are allowed to be renewed starting from 1 month prior to its expiration date.

