

Guidelines for Business Registration in Bahrain

Setting up processes

Requirements

A/ For a Company with the activity as consulting with business/ individual shareholders, one of the shareholders **MUST** have a Masters Degree.

B/ in the case where the shareholder is an individual person, the individual must have a masters degree in a subject related to the business activity of the Company. The corporate person must operate the same activity, which must be clearly mentioned in the Memorandum of articles and association.

Trade Name

Part of the trade name must refer to the activity of the company. The applicant must submit four trade names, which need to be filled in on the application form. At the time of submission, the registration agent will conduct a search in order to confirm that the requested name is available. The trade name **cannot** be reserved in advance.

Also the Agent will conduct at the time of summation a personal security check on the shareholders and the nominated managers

Municipality Process

After the registration officer has given a registration number for the application, this confirms that an initial approval has been given.

The officer will give to the applicant 3 letters first one to the Municipality, second for the Ministry of information, and the third for the Notary Public

The applicant must then proceed to the **Municipality Office** in the **Investors Centre** and submit the letter and an office lease for the applicant, which **must to be started** as per the date of the submission of the registration documents. The following also needs to be presented to the Municipality office:-

1. An address card for the property/unit
2. A letter from the landlord, stating the following:-

The tenant's name (the applicant), duration of the lease, amount of the lease, property/ plot number, unit number, floor number.

3. The vacation letter, must state the following:-

The property, plot number, unit number, floor number, vacation date, and details of the previous tenant (address etc)

The Municipality will give the applicant three forms to be filled up and signed. Once the application is filled in, the above three documents must be attached with the three letters from the landlord and submitted to the Municipality Agent. The agent will enter the data into the system and will issue a letter stating that the unit has been reserved and blocked for the applicant.



Electricity and Water

The applicant will take the letter from the Municipality Agent, and proceed to the electricity booth, where he will submit the letter to the electricity agent, and pay the required fees. The electricity agent will then register the electricity and water account to the applicant.

Legalization and Attestation.

The applicant will submit the the letter and the Memorandum of Articles and Association on plain A4 paper to the Ministry of Commerce (Business Registration Agent). The agent will review these documents (which usually they amend some of the content) Once these documents are approved by the agent, they will stamp every page, and they will return them to the applicant in order for him to get them approved by the notary public.

Notarization of Memorandum of Articles & Association

Once the approval is given by the Notary Public , the applicant must print the approved and stamped content of the memorandum of Articles and Association onto the Authorities Green Letter Head and return back the Notary Public booth. A number needs to be obtained from the front desk of the Investors Centre and given to the Notary Public agent who will notaries and attest the documents.

Opening of the bank Account

The applicant should proceed to the bank booth and submit the following:-

1. A photo copy of the approved and stamped Articles of Association or/and the notarized Article and Memorandum of Association (the one printed on the green letter headed paper)
2. A Power of Attorney, in the case of the shareholder being represented by a legal representative.
3. To sign the application forms and any other related forms/documents required by the bank.

The application and all other related forms will be given by the bank.

Once all the above is successfully completed and submitted, the bank agent will give the applicant a card, stating the account number and swift code. This will enable the applicant to deposit the capital into the account.

Final Process/Submission

The applicant must submit the following to the Ministry of Commerce booth/agent

1. Legalized Article & Memorandum of Association printed on the green letterhead.
2. Approval from the Municipality.
3. Approval from the Electricity/ Water.
4. Approval from the Ministry of Information.
5. Capital certificate stating that the capital has been deposited into the bank account.
6. Auditor Certificate stating that an Auditor was appointed for the year ended ...

Once all the above has been submitted, the Ministry of Commerce agent will issue a Certificate of Incorporation, Certificate of Commercial Registration, and other related documents.



General

Any documents issued from abroad, must be attested and notarized by the Kingdom of Bahrain Embassy.

The attestation must also be made in Bahrain from the Ministry of Foreign Affairs. This can be done on the same day for a nominal fee (BHD5 per document)

For more info, please contact us:

Toll Free: 800 FARAHAT
Tel: +971 4 266 2801
Fax: +971 4 269 3625
Mob: +971 50 646 6748
Email: info@farahatco.com