



**A GUIDE TO DOING BUSINESS
IN THE
KINGDOM OF BAHRAIN**

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Limitation of scope	This guide is a brief overview on the subject. The information contained in this guide is only for the purpose of reference and is not intended to serve the purpose of legal advice.

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1. BAHRAIN AT A GLANCE

1.1 Population and Language

A United Nations Development Programme (“UNDP”) demographic projection estimates the population of Bahrain to be 700,000 as of 2003. The population consists of Bahrainis, who are mostly Arabs, and the large number of expatriates. Approximately expatriates constitute 40% of the Bahraini population. Foreign residents belonging to Indian, Pakistan, Middle East, Iran, Philippines, Europe and East Asia constitute the expatriate population of Bahrain

The official language in the Kingdom of Bahrain (“Bahrain”) is Arabic. However, English is widely used in the business and corporate sector.

1.2 Money and Currency

The Bahraini Dinar (BD) is the currency used in Bahrain, is divided into 1000 fils, and is available in the following denominations: 5 fils, 10 fils, 25 fils, 50 fils, 100 fils, 500 fils, 1 BD, 5 BD, 10 BD and 20 BD.

The BD is linked with the US Dollar (USD) at US\$ 1= BD 0.375. Money can be conveniently exchanged at any commercial bank or moneychanger.

1.3 Geography

Bahrain is an archipelago of 36 islands and lies in the middle of the Arabian Gulf between Saudi Arabia and Qatar. Frequently called the Pearl of the Arabian Gulf, Bahrain has a history of more than 5,000 years of civilization, from the mists of time to a vibrant present under a stable and prosperous government. Its name is derived from the Arabic words "thnain Bahr" meaning "two seas". It is nearly 25 kilometers off the eastern coast of Saudi Arabia and north of the Qatar peninsula. Bahrain is linked with Saudi Arabia by a causeway and will soon be linked with the State of Qatar by a causeway. Bahrain's land area is approximately 712 square kilometers. The majority of the population live on the largest three islands. The capital, Manama, is situated in the northeastern tip of the largest island and is linked by a causeway to the neighboring island of Muharraq, where Bahrain's modern international airport is located.

The geographical coordinates of Bahrain are $26^{\circ} 15' N$, $50^{\circ} 33' E$ and the local time is GMT + 3 hours.

Bahrain has two seasons: an extremely hot summer and a relatively mild winter. During the summer months, from April to October, afternoon temperatures average $40^{\circ} C$ and can reach $47^{\circ} C$ during June and July.

1.4 Religions

Islam is the religion of Bahrain and is practiced by a large majority. However, Bahrain is also home to expatriates who practice Christianity and Hinduism. Places of worship of other faiths exist on the island.

1.5 Business Hours in Bahrain

The working week, number of working hours and timing vary according to entity.

Government offices function from 07:00 to 14:15 and work Saturday to Wednesday.

Commercial organizations have independent timings and their working hours vary. But the commonly adopted hours include 08:00-16:30 or 08:00-13:00 and 15:00-18:30 and they operate from Saturday to Thursday.

Commercial banks are mostly open from 07:30 to 14:00, Sunday to Thursday.

Shops and supermarkets are mostly open from 08:30 to 12:30 and 15:30 to 20:00. However there are also a few supermarkets, which are open 24 hours, seven days a week.

During the holy month of Ramadan, when Muslims fast during daylight hours business life slows measurably and Muslim employees are allowed shorter working hours. All restaurants and eating joints remain closed during the hours of fasting and it is prohibited to eat in public during such period.

1.6 Infrastructure

Bahrain combines a modern infrastructure and comparatively liberal society with an authentic Gulf experience. There is an excellent telecommunication network, including direct trunk dialing and telex and internet facilities. The country is well connected by roadways and public transportation is by means of government owned bus service and private taxis. The Bahrain International Airport, situated in Muharraq, is the most efficient in the region with its new terminal and with more than 35 airlines operating, it is considered a gateway to the region. Gulf Air, the regional carrier, has its administrative head office in Bahrain

Bahrain is well connected on the international air map and has direct or connecting flights from and to every important city of the world. The major sea port of Mina Sulman, strategically located at the heart of the Arabian Gulf area, is self sufficient and provides its own range of support services, from engineering and maintenance to security, fire and medical facilities.

The Bahrain Government has recognized the need to promote an expanded industrial base and encourages the setting up of capital-intensive industrial establishments as well as small and medium-scale industrial enterprises.

1.7 Public Services

The production and distribution of electricity and water in Bahrain is the responsibility of the Ministry of Electricity and Water. At present, Bahrain gets its power from two combined water and power production complexes and three smaller electricity-only plants. However, by mid 2006, roughly one-third of Bahrain's power generating capacity will be privately owned.

The production of gas and processing are the responsibility of the majority state-owned Bahrain National Gas Company (BANAGAS).

2. GENERAL CONSIDERATIONS

A. Investment Policies

2.1 Promotion of Investment

It has been the policy in Bahrain to welcome investment into the region. Although at present wholly or partially government-owned enterprises dominate the economy, laws and regulations are being streamlined, since 1990, to make the business climate conducive for foreign investment. Foreign investors are welcome to set up licensed export industries and commercial firms are also encouraged to set up their regional offices and distribution centers.

The Economic Development Board (EDB) is a dynamic Government agency with an overall responsibility for formulating and overseeing the economic development strategy of Bahrain, and for creating the right climate to attract direct investment into Bahrain. The EDB is also responsible for attracting inward investment into Bahrain, and is focusing on six target economic sectors namely, financial services, downstream industries, tourism, business services, logistics and health, education and training. In addition, the EDB offers an investor facilitation service to first-time investors who are interested in investing in Bahrain. This service includes acting as the first point of contact, understanding the objectives of investors, providing them with information regarding the relevant procedures for setting up business, and helping them form a network of contacts in Bahrain.

With government encouragement, Bahrain has long been established as the principal banking and financial center of the Gulf region. The Bahrain Promotions and Marketing Board (BPMB), a special office set up with inter-ministerial, joint public and private sector membership, is also responsible for coordination efforts to attract businesses and investments.

2.2 Rate of Inflation

The rate of inflation in Bahrain for 2005 was 2.7 %

2.3. Foreign Investment

The government of Bahrain has a generally liberal approach to foreign investment and is eager to improve Bahrain's attractiveness to international investors and businesses. As result of this initiative companies fully owned by foreign corporate entities are encouraged in Bahrain. Nevertheless, certain restrictions still exist in the real estate, construction sector and retailing industry.

In general Bahrain encourages foreign investment but investments remain subject to approval from the respective supervisory regulatory governmental authority. Investment activities are undertaken in accordance with the regulations organizing

different economic activities. The authorities in each sector supervise the implementation of the respective legislation. They are the Ministry of Industry and Commerce, the Ministry of Labor and Social Affairs, the Bahrain Monetary Agency, and the Bahrain Stock Exchange.

Bahrain offers several advantages to foreign investors including a no personal or corporate taxation regime, no restriction on capital and profit repatriation, a developed infrastructure with excellent transportation and communication facilities, and duty-free access to Gulf Cooperation Council (GCC) member states for products manufactured in Bahrain.

In an effort to streamline licensing and approval procedures, the Ministry of Commerce opened the Bahrain Investors Center (BIC) in October 2004 for both local and foreign companies seeking to register in Bahrain. This high-tech, customer-friendly facility, located in one of Bahrain's largest malls, is part of a constant effort on the part of the government to attract firms in setting up regional operations in the country. The BIC is designed as a "one-stop shop" providing all commercial licensing and registration services. Representatives from all relevant ministries and private sector areas like telecommunications, legal, banking, and consulting institutions are present at the BIC.

The Ministry of Industry and Commerce has released the following list, which is of informative value:

Activities not allowed in Bahrain

- Internet exchange (exclusive to BIX until 2006)
- Cigarette manufacturing
- Import of automatic cigarette vending machines
- Alcoholic drinks manufacturing
- Narcotics manufacturing
- Asbestos manufacturing
- Weapons manufacturing
- Industries using prohibited chemicals
- Drilling artesian wells
- Import of waste
- Processing, storage, and dumping of radioactive material
- Import of prohibited chemicals, Ozone-depleting gases
- Import and dealing of asbestos
- Treatment of toxic waste
- Pearl culture

Business activities allowed only for Bahrainis

- Press and publishing and distribution house (Daily, non-daily, and specialized newspapers)
- Car rental (all types of vehicles)
- Rental of motorbikes
- Fishing
- Foreign manpower supply

Oil products supply
Gas bottling and distribution
Cooker re-filling and repairing
Gas cylinder distribution

Business activities allowed only for Bahrainis and GCC citizens

Import, export, and sale of racing car fuel
Fish and prawn culture

2.4 Types of Businesses

Bahrain is a melting pot of multifarious business activities. Bahrain offers a wealth of trade and investment opportunities in a number of sectors. Initially Bahrain started off in the petroleum, oil and gas sector but soon diversified into a range of other sectors.

Bahrain's reputation as the financial center of the Middle East, together with its strong infrastructure, has attracted numerous multinational financial institutions to establish offices in the Kingdom. The upcoming Bahrain Financial Harbor will further enhance Bahrain's reputation in this field, and provide centralized state-of-the-art accommodation and amenities to attract a wider range of institutions and practitioners.

Bahrain's early leadership in financial services was based on the development of a strong business infrastructure, including world-class telecom and IT systems. That in turn attracted a wide range of professional and business support services, including legal, accountancy, consultancy, recruitment and other professional services.

B. Diplomatic Relations

2.5. Diplomatic relationships

Bahrain is a member of the World Trade Organization (WTO). Bahrain is a full active member of the United Nations (UN), the Organization of Arab Petroleum Exporting Countries (OAPEC), Gulf Cooperation Council (G.C.C), the Organization of the Islamic Conferences, Arab League, the World Bank, International Monetary Fund (IMF), International Bank for Reconstruction and Development, Islamic Development Bank and the Geneva Convention. Bahrain also has significant diplomatic ties with most of the leading countries of the world.

The most significant recent development in Bahrain's diplomatic relations has been the signing of Free Trade Agreement (FTA) with the United States of America in 2004.

2.6 Travel Restrictions

Passport holders of the GCC States (Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates) are allowed visa free entry into Bahrain. All other visitors to Bahrain regardless of purpose of visit require visas. Since Bahrain is a small archipelago there are no restrictions of travel within Bahrain.

C. Government

2.7 Government and Politics

Bahrain is a constitutional monarchy headed by the HH Shaikh Hamad bin Isa Al Khalifa. The head of government is the Prime Minister, HH Shaikh Khalifa bin Salman Al Khalifa, who presides over a cabinet of 15 members. Bahrain has a bicameral legislature with a lower house, the Chamber of Deputies, elected by universal suffrage and the upper house, the Shura Council, appointed by the King. Both houses have forty members. The inaugural elections were held in 2002, with parliamentarians serving four-year terms. The King has created the Supreme Judicial Council to regulate the country's courts and institutionalize the separation of the administrative and judicial branches of government.

2.8 Judicial System

According to the new Constitution, which came into effect on 14 February 2002, Bahrain is a sovereign independent Arab Islamic State. Although Article 2 of the Constitution provides that the Islamic *Sharia* (Islamic law) is a main source of legislation, general matters and private transactions are governed mainly by laws derived from modern legislation. The judicial system is impartial and everyone has recourse to the courts.

The judiciary in Bahrain is organized into four separate types of courts: the civil law courts, the criminal law courts, the courts of Shari'a and the Constitutional Court.

The Civil and Commercial Procedures Act govern the civil courts. Adjudication of all civil and commercial cases, including all cases involving non-Muslims fall within the mandate of the civil courts. The courts of minor causes (the lower courts and the court of execution) have one judge with jurisdiction over minor civil and commercial disputes. The High Civil Court has three judges with jurisdiction over larger civil and commercial disputes and personal status cases involving non-Muslims. Appeals are made at the Civil High Court of Appeal, which is presided over by three judges. The criminal law courts adjudicate criminal cases. The lower criminal court, which is headed by a single judge rules on misdemeanor crimes. The High Criminal Court has three judges and rules on felonies. Appeals are made at the Criminal High Court of Appeal, which also has three judges. Both the civil and criminal court systems have a Court of Cassation, the final appellate court.

The Shari'a Law Courts have jurisdiction over personal status cases involving citizen and non-citizen Muslims. There are two levels: the Senior Shari'a Court and the High Shari'a Court of Appeal. At each level is a Sunni Shari'a Court with jurisdiction over all personal status cases brought by Sunni Muslims, and a Jaafari Shari'a Court with jurisdiction over cases brought by Shi'a Muslims. The High

Shari'a Court of Appeal is composed of a minimum of two judges. In the event of a disagreement, the Ministry of Justice provides a third judge and the decision will be based on a majority vote.

The Constitutional Court was established pursuant to Article 106 of the Constitution and its mandate was to rule on the constitutionality of laws and statutes. The Court's composition consists of a president and six members, all appointed by the King's royal decree. These seven judges serve 9-year terms and cannot be removed before their terms expire. The King may refer draft laws to the Court to determine the extent of their agreement with the Constitution. The Court's determination is final and "binding on all state authorities and on everyone," according to the Constitution.

Apart from the above, military courts are also provided for by the Constitution, however their jurisdiction is confined to military offences committed by members of the Defense Force, the National Guard, and the Security Forces.

2.9 Dispute Resolution

The conventional dispute resolution means in Bahrain is through the courts of law. Nevertheless, alternate dispute resolution (“ADR”) means like arbitration, mediation and conciliation are also employed in Bahrain. The most popular form of ADR in Bahrain is arbitration.

Arbitration procedures are largely a contractual matter. Increasingly, Bahraini companies, in dealings with both local and foreign firms, include arbitration procedures in their contracts. Parties also have the option of referring disputes under the procedures established under the Civil and Commercial Procedures Act, the rules of GCC Commercial Arbitration Center or under the provisions of the Bahrain International Commercial Arbitration Law.

The Courts of Bahrain respect the party autonomy principle; contracts or agreements can also be subject to foreign law.

Since Bahrain is a signatory to the New York Convention of 1958 on the Recognition and Enforcement of Foreign Arbitration Awards (“NYC”), foreign arbitral awards can be effectively enforced subject to the provisions of NYC.

D. Environmental Considerations

2.10 Environmental Regulation

Bahrain is very conscious of the vitality of environment in the development of the nation. Article 9 of the Constitution casts an obligation on the state to take all necessary measures for the protection and conservation of the environment.

The Ministry of Housing, Municipalities and Environment is the regulatory authority for environment in Bahrain. There are many regulations and laws in Bahrain covering various aspects of environment protection and conservation.

Legislative Decree No 21 of 1996 with respect to environment and Ministerial Order No .10 of 1999 with respect to environmental standards (Air and Water) are examples of the initiatives

E. Intellectual Property

2.11 Intellectual Property - General

In 1994, Bahrain enacted Legislative Decree No. 7 ratifying the WTO Agreements. Therefore by virtue of Article 37 of the Constitution of Bahrain, the provisions of the TRIPS Agreement and the entire provisions of the Paris and Berne Conventions, as a result of they having been concluded and ratified, have become an integral part of the national Law of Bahrain.

Bahrain has the membership to the following WIPO treaties:

- a) WIPO Convention, since June 1995.
- b) Paris Convention (Industrial Property), since October 1997.
- c) Berne Convention (Literary and Artistic Works), since March 1997.
- d) PCT (Patents), since December 2005.
- e) Madrid Protocol (Registration of Marks), since December 2005.
- f) Nice Agreement (International Classification of Goods and Services), since December 2005.
- g) WCT (WIPO Copyright Treaty), since December 2005.

2.12 Intellectual Property Right Laws

Bahrain offers adequate protection to intellectual property rights as it has well defined laws. Copyrights are accorded protection in Bahrain by virtue of the Legislative Decree No 10 of 1993. The provisions of Legislative Decree No 10 of 1991 govern trademarks. Patents are protected under the provisions of Law No (1) of 2004 and also governed by the GCC Patent Regulation, by virtue of Law NO. 12 of 2004. Designs are still governed by the provisions of the Bahrain Patents, Design and Trademarks Law 1955, however a law on this topic is soon due for enactment. The provisions of the Law No 16 of 2004 govern geographical indicators. Business secrets are subject to the provisions of the Law No (7) of 2003.

There are draft laws on Plant Variety Protection, Layout Designs (Topographics) of Integrated Circuits, Industrial Designs and on Copyright and Neighboring Rights but they have not yet come into force.

3 INVESTOR INCENTIVES

3.1 General Considerations

The government of Bahrain has a generally liberal approach to foreign investment and is eager to improve Bahrain's as an ideal destination to international investors and businesses. As part of its program to diversify the economy, the government of Bahrain actively encourages foreign private investment, especially in sectors which are export-oriented and do not compete directly with established local enterprises.

All significant investments, whether by Bahraini or foreign firms, must go through the same government approval process.

3.2 Specific Incentives

Bahrain offers a host of incentives for the foreign investor, the principal incentives can be enumerated as follows:

- a) % foreign ownership allowed for certain categories of business.
- b) No personal, corporate or withholding tax.
- c) No VAT nor any form of sales tax on goods or service.
- d) The Bahrain Development Bank (BDB) which had its inception in 1994 has been providing long term and soft loans to priority sectors like agricultural establishments, industrial projects and small industries.
- e) Duty-free access to Gulf Cooperation Council (GCC) member states for products manufactured in Bahrain.
- f) Duty-free import of materials and machinery for manufacturing, and duty-free merchandise for re-export.
- g) Other Customs facilities.
- h) No restriction on capital and profit repatriation.
- i) Absence of any exchange control.
- j) Procedures for obtaining commercial licenses have been streamlined, and all the necessary formalities can usually be accomplished within one week for representational offices.
- k) Private entities may freely establish, acquire, and dispose of interests in business enterprises subject to the respective regulators.
- l) Efficient Capital Market and Portfolio Investment.
- m) Well-defined laws and business friendly policies.

4. TAX

Bahrain like some of the other members of the GCC does not have a regime of collecting personal, corporate, withholding, sales or value added taxes. This has been one of the predominant considerations, which has contributed for great influx of foreign investors in the Bahrain.

The above notwithstanding, certain taxes are imposed on oil, gas and petroleum companies. Municipal taxes are also payable by individuals or companies renting property in Bahrain.

5. FINANCIAL SECTOR

Bahrain has the enviable distinction of being the financial hub of the region. There has been tremendous growth principally owing to potent infrastructure in this sector and the stellar efforts of the regulating authority, the Bahrain Monetary Agency (BMA).

The BMA was established under Amiri Decree No. 23 (1973) as the central bank and the financial regulator for Bahrain. It maintains sound reporting and accounting arrangements, which strictly adhere to the best international practice. The BMA has been responsible for the regulation of all banking and related financial institutions from its founding. The BMA has established a close working relationship with international institutions that are active in the area of financial sector supervision and regulations, and the development of good corporate governance practices. These relationships have allowed the BMA to develop a world-class regulatory system that ensures that Bahrain's financial institutions operate on equal standard to those in place in major international financial centers.

In 2002, the mandate of the Bahrain Monetary Agency was expanded to make it the single regulator of all financial institutions in Bahrain. The supervision and regulation of the insurance sector and the capital markets sector now fall within the BMA's area of responsibility.

BMA is streamlining its regulations with respect to the financial sector and is in the process of releasing rulebooks to govern its licensees. The Rulebooks pertaining to conventional banks, Islamic banks, insurance have been released, whereas the editions pertaining to investment services and specialized activities are due for release this year.

The BMA, in its capacity as the regulatory and supervisory authority for all financial institutions in Bahrain, issues regulations that licensees are legally obliged to comply with. These regulations are contained in the BMA Rulebook.

The Rulebook is divided into 5 Volumes, covering different areas of financial service activities. Volume 1 covers all conventional banks licensed by the Agency. Islamic banks and Insurance sector are covered in Volume 2 and Volume 3 respectively. Volume 4 is with regard to Investment services and specialized activities, including representative offices of banks, are covered in Volume 5. Volumes 1 to 3 have been released and the other volumes are expected to be released within this year.

6. CUSTOMS

The Directorate General of Customs is the regulating authority. It operates with the aspiration of achieving the following goals:

- a) To enact appropriate Customs regulations so as to facilitate a smooth exchange of goods and services between Bahrain and other countries.
- b) To implement Customs regulations and policies which promote Bahrain as an ideal investment and trading center in the Gulf Region.
- c) To develop Customs regulations and procedures that is in compliance with global standards and confirm to the latest technological advances.
- d) To provide a high quality of Customs services, which will bring about a high level of customer satisfaction.

- e) To strive for better co-ordination and enhanced co-operation in matters concerning Customs activities with local, regional and international organizations.

6.1 Customs Law and Tariffs

The Unified Regulation Law of the GCC is the principal law governing Customs in Bahrain. Procedures specific to visitors, bonded warehouse, transit, exporting, importing, clearing agents, prohibited and restricted categories and payment methods have been formulized.

Bahrain is a member of the World Trade Organization (WTO) since December 1993. Bahrain applies its Customs Tariff according to the H.S. Codes, issued by the World Customs Organization (WCO). The following are the broad categories of the customs duty:

- a) Free duty - Vegetable, fruits, fresh and frozen fish, meat, books, magazine and catalogues.
- b) 5% duty - All other imported items like clothes, cars, electronics items and perfumes.
- c) 100% duty - Tobacco and Tobacco related products. These are also evaluated based on the quantity or weight, and the higher value is taken into consideration for duty.
- d) 125% duty – Alcohol.

6.2 Customs Facilities and Incentives

The Bahrain Customs provides various facilities to all the different sections of the trading and business industries, which can be availed by the foreign investor. These include:

- a) Customs Duties Exemption on goods of Arabic origin.
- b) Priority release of the goods with high value.
- c) Duty Free Transit Facility.
- d) Duty Drawback System.
- e) Bonded Warehouse Facilities.
- f) Duty exemption for good of GCC origin.
- g) Priority Clearance of Consignment.
- h) Facility for Temporary Importation.

- i) Import of Goods for Exhibition on refundable customs deposit.
- j) Duty Free Shops.

6.3 Import And Export Requirements

Importers must be registered with the Ministry of Commerce and the Bahrain Chamber of Commerce and Industry.

Imports are governed by the Bahrain Custom law and regulations and are further subject to the specific laws enacted by the Ministry of Commerce and Agriculture and the Ministry of Health. These specific laws include Legislative Decree No 3 of 1985 Governing The Control of Imported Foodstuffs and the packaged food labeling law, which is provided by Ministerial Order No 12 of 1985 With Respect to Endorsing A Gulf Standard Specification As A National Specification.

At the time of Customs clearance of imported goods, the following documents have to be submitted:

- a) Delivery Order issued by the Shipper or the Liner's Agent.
- b) Supplier's Invoice in triplicate.
- c) Packing List in duplicate.
- d) Certificate of Origin.
- e) Insurance Certificate.
- f) Bill of Lading.
- g) Bank payment Voucher or bank receipt.
- h) Statistical declaration in case the goods reach their final destination in one of GCC states.

There is no Customs duty for goods exported out of Bahrain. Exporters are required to submit the following documents for statistics purpose only:

- a) Customs Bill of Entry
- b) Invoices
- c) Bill of lading (Manifest)

7. BUSINESS ENTITIES AND ARRANGEMENTS

7.1 General Considerations

In order to conduct business activities in Bahrain, entities have to a legal presence in the region under the provisions of Decree Law No. (21) Of 2001 Promulgating The Commercial Companies Law ("CCL"). All commercial companies are governed by the provisions of the CCL together with the executive regulations thereof and the ministerial orders implementing such law issued by the Minister of Commerce. In addition, Companies may also be subject to other laws and regulations depending on the nature of their activity. The CCL provides for a wide business structures that can be established under its provisions.

A. Business Entities

7.2 Limited Liability Company (“W.L.L.”)

It is a company in which the partners are not less than two or more than 50, and who are responsible only to the extent of their shareholding in the capital. Non-Bahrainis who wish to establish a company in Bahrain may do so through the formation of a Bahraini limited liability company. Articles 265 to 271 of the CCL govern company with limited liability. Further, the partners may not resort to public subscription for raising share or loan capital.

The name of the company must be followed by the words ‘Company with limited liability’, or ‘W.L.L.’ for short. One or more managers, who need not be partners, manage the company. There is no requirement in the law for a board of directors unless the number of partners exceeds 10. A manager has full power to bind the company with his signature unless restrictions are contained in the memorandum of association or subsequently resolved by the partners by a resolution passed at the general meeting and registered with the Commercial Registry. A percentage of profits of the company must be set aside each year for depreciation, and 10 per cent of the net profits thereafter must be set aside to build up a compulsory reserve until the amount of such reserve equals 50 per cent of the capital of the company. The capital may not be less than BD 20,000. The capital of the company shall be divided into shares of equal value of not less than fifty Bahraini Dinars (BD 50) each. A share shall be indivisible and non - negotiable. The company shall not be incorporated unless all cash shares are distributed among the partners, and the value thereof has been paid up in full; and the in kind shares are delivered to the company. A W.L.L. company is not permitted to undertake insurance or banking activities or the investment of funds for the account of third parties.

The procedure for formation of a company with limited liability commences by reaching an agreement between the partners regarding the terms of the memorandum of association, which is prepared in a draft form. This document shall deal with such aspects as the life of the company, objects, share capital, appointment or election of managers or board of directors’ and their rights and duties and proceedings at general meetings.

The following documents need to be submitted to the Ministry of Commerce:

- a) An application form,
- b) Company’s Declaration of Incorporation (two copies),
- c) Declaration from the Shareholders about deposit of cash for the share value in a bank,
- d) Declaration from the Shareholders about delivery of the shares in kind (if any) to the company,
- e) Name, address, occupation, nationality, and copy of passport of the manager(s) or board of directors (if available),
- f) Application fee,
- g) A certificate from a commercial bank in Bahrain with regard to deposit of share capital and
- h) Expert’s Report for assessment/evaluation of ‘in-kind’ shares, if any.

If the shareholder is a corporate entity, the following must also be submitted:

- a) Its certificate of incorporation,
- b) Evidence of approval by the concerned authorities to establish the company,
- c) Its Memorandum and Articles of Association,
- d) Latest audited financial statement,
- e) A Resolution of the Board of Directors resolving to establish the company,
- f) A Power of Attorney in favor of an authorized person to act on behalf of the company to establish and register the company,
- g) Name and address of the bankers (a letter of reference from the bankers is preferable)

If the shareholder is an individual, the following documents shall be submitted:

- a) Copy of passport,
- b) A Curriculum Vitae setting out the applicant's education and career along with a copy of the certificate of professional qualifications,
- c) Two references,
- d) Bank Reference,
- e) A Power of Attorney in favor of an authorized person appointed to act on behalf of the applicant to establish and register the company.

On approval by the Ministry, the Arabic version or a bilingual Arabic/English version of the approved memorandum of association is signed by the authorized representatives in the presence of the notary public, and notarized by the Notary Public. A copy of the notarized memorandum of association together with the following is filed with the Company Registry:

- a) A certificate from a Bank in Bahrain certifying that the share capital of the company has been deposited,
- b) A cheque for the appropriate annual registration fee.

If the documents are complete and satisfactory in all respects, the Directorate of Company Affairs will issue the Certificate of Registration. On issuance of this Certificate, the company is incorporated and acquires its legal personality.

7.3 Joint Stock Company (Closed) ("JSCC")

A joint stock company (closed) may be incorporated with as little as two shareholders. The shares of the company may not be offered to the public in a public offering. The name of the company shall be followed by 'BSC (c)'. Companies of this type may be fully owned by non-Bahraini nationals.

A board of directors, who may be elected or nominated by the shareholders, if the Articles of Association so permit, shall manage the company. The capital may not be less than BD 250,000 and the nominal value of each share shall not be less than 100 Fils and shall not exceed 100 Bahraini Dinars. The shares of closed shareholding Incorporation shall not become negotiable except after the lapse of at least three years from the date of registration of the company and paying the full value of the issued shares. Excluded from this are assignment of shares between promoters during this period.

The build-up of compulsory reserves is similar to the W.L.L. company. Further, the procedure for formation is also very similar to that of a W.L.L. company except that

there must be two incorporation documents, namely, the Memorandum of Association and Articles of Association.

7.4 Single -Person Company (“SPC”)

A single natural or corporate person, Bahraini or non-Bahraini, may incorporate a one-person company. The proprietor of the capital of the company shall not be liable except to the extent of the capital allocated for the company.

The minimum capital requirement for the establishment of this company is BD 50,000, and the owner’s liability is limited to the said amount. The company may be managed by the owner of the capital or by a Manager. A single person company shall not undertake insurance or banking activities or the investment of funds for the account of third parties. The company may not be established or its capital increased or borrowing made for its account through public subscription. The company may not issue negotiable shares or bonds of any kind. The owner of the company’s capital shall separate his own financial account and the company’s capital. The incorporation formalities of a one -person company are similar to that of a W.L.L. company.

7.5 Holding Company (“HC”)

A holding company is a company that is incorporated to own shares in Bahraini or foreign joint-stock companies/limited-liability companies. A HC is permitted to own more than 50 per cent of the capital of its subsidiary, and it may take the form of a joint stock company, a company with limited-liability, or a one-person company. A HC is permitted to adopt one of the following forms: a (public / closed) joint stock company, a limited liability company or a single person company.

The objects of a HC shall be:

- a) To manage its affiliates or to take part in managing the other companies in which it participates and to provide the necessary support therefore,
- b) To invest its funds in shares, bonds, and securities,
- c) To own the necessary properties and movables for carrying on its business within the limits permitted by law,
- d) To provide loans, guarantees and finance for its affiliates and
- e) To own industrial ownership rights such as patents, trade and industrial marks, concessions, and other intangible rights, and to exploit and lease them to its own affiliates or to others.

7.6 General Partnership Company (“GPC”)

Two or more persons, Bahrainis and non-Bahrainis, may form a general partnership company. The liability of partners is unlimited, and they are jointly and severally liable with respect to the company’s debts and commitments.

The name of the partnership shall consist of the name of one or more of the partners, adding thereto the words ‘& Co’, or any indication that a partnership exists.

Each partner is deemed in the capacity of a merchant who undertakes trade under the company's name. The bankruptcy of the company is construed to be bankruptcy of all partners. The company's creditors shall have a claim on the company's assets, and shall have also a claim on the private assets of any partner who used to be a member of the company at the time of contracting. All partners are jointly liable towards the company's creditors, and any agreement to the contrary shall not be valid towards third parties.

7.7 Simple Commandite Partnership (“SCP”)

This company consists of several partners, which are of two kinds, namely:

- a) Joint partners and
- b) Sleeping partners.

Joint partners are jointly and severally liable for the obligations of the company to the extent of their assets. Sleeping partners, on the other hand, are not involved in the management of the company and are not liable for the obligations of the company except to the extent of their shares in the capital.

Joint partners must be Bahraini nationals, and Bahraini partners must hold not less than 51 per cent of the capital of the company.

7.8 Public Joint Stock Companies (“PJSC”)

A public joint stock company consists of a number of persons who have subscribed to it by negotiable shares. The liability of the shareholders is limited to the extent of the value of their shareholding. The number of promoters of a joint stock company may not be less than seven, except in the case of companies formed by the Government or in which the Government is associated in its formation.

The capital of a PJSC is required to be adequate to realize its objectives. The minimum capital shall not be less than one million Bahraini Dinars (BD 1,000,000). The company shall have an issued capital. The articles of association of the company may specify an authorized capital for the company, which may not exceed the issued capital by ten times. The issued capital shall be fully subscribed. Each subscriber shall pay at least one fourth of the nominal value of the cash shares, provided that the remaining balance of such value shall be paid within a period of not more than five years from the date of incorporation of the company. The shareholders shall be Bahraini nationals. However, this shall not prejudice incorporation and ownership by citizens of GCC countries of public joint stock companies. Also, Bahraini public joint stock companies may be established with the participation of foreign capital or foreign expertise by a resolution of the Minister who shall determine the percentage of foreign equity holdings. The name of the company shall be followed by ‘BSC’. The incorporation of such type of entity shall take place pursuant to the provisions of the CCL.

7.9 Branch And Representative Offices

Foreign companies, which has been incorporated and registered outside Bahrain, are authorized to carry out particular activities in Bahrain by establishing a branch

office (“Br”). The foreign company’s branch shall have a commercial name, which shall be completely identical to the original name of the company and shall be followed by the phrase “a branch of a foreign company”.

A foreign company, which is incorporated and registered outside Bahrain, is permitted to establish a representative office (“Rep”) of the parent company in Bahrain, with the objective of following up and supervising its’ interests in Bahrain. Each representative office established in Bahrain shall have a commercial name, which shall be completely identical to that of the parent company and shall be followed by the phrase “representative office”. However, a representative office may not carry out activities directly with the clients of the company in the Kingdom of Bahrain.

Pursuant to Article 347 of the CCL a branch or a representative office is governed by the following conditions:

- a) The foreign company shall obtain a license to establish a branch, an agency or an office from the Minister of Commerce and Industry.
- b) The foreign company incorporated abroad shall have a Bahraini sponsor, who may be a businessman or a company. However, the minister of Commerce and Industry may exempt the company from this provision if the company's branch or office shall use Bahrain as a regional center or a representative office for the company's activities.
- c) The branch, agency or office shall be registered in the Commercial Registry in accordance with the provisions of law,
- d) If the branch, agency or office undertakes its activities before the completion of the procedures provided for in the foregoing paragraph, the persons who have undertaken such activities shall be liable personally and jointly therefor.

Further the branch, agency or office must also provide a guarantee to ensure performance of its obligations. Such guarantee shall be either a sponsorship by the Head Office or by the Bahraini sponsor or a bank deposit. The Minister of Commerce and Industry on a case-to-case basis defines the guarantee required from each branch, agency or office and shall designate the bank with which the money shall be deposited if the guarantee is a deposit.

If the guarantee is a deposit, it shall be in the name of the branch, the agent or the office representative and to the order of the Minister of Commerce and Industry. The depositor shall in all cases complete any reduction in the deposit if an attachment is placed thereon as a result of actions related to its commercial activities.

7.10 Ready Reckoner

The below mentioned ready-reckoner can be used to principally evaluate the aforementioned business entity structures and their respective attributes under the provisions of the CCL.

Business Entity Structure	W.L.L.	JSCC	SPC	HC	GPC	SCP	PJSC	BR	REP
Attributes									
Local Presence Requirement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Full Foreign Ownership	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
Registration Requirement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Local Operations Allowed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Banking / Insurance Activity Permitted	No	Yes	No	No	No	No	Yes	No	No
Local Sponsorship Required	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No
Minimum Partners Required	2	2	1	@	2	2	7	N/A	N/A
Minimum Share Capital in Bahraini Dinar (BD)	20,000	250,000	50,000	@	N/A	N/A	1,000,000	N/A	N/A
Permission to Operate as Holding Company	Yes	Yes	Yes	N/A	No	No	Yes	No	No

Key: @ - Depends on the business entity adopted

B. Business Arrangement

7.11 Commercial Agencies

Commercial agency arrangements are specially recognized under Bahrain law. Commercial agencies in Bahrain shall at least have 51% local Bahraini ownership and are registered under any of the forms as provided under the CCL. All commercial agency agreements must be registered with the Commercial Registry of the Directorate of Commerce and Companies' Affairs in the Ministry of Commerce and Agriculture. Upon registration, the agency agreements are governed by the

provisions of the Legislative Decree No.10 of 1992 with respect to the Commercial Agency (“Commercial Agencies Law”). Any unregistered commercial agency shall not be recognized under the provisions of the Commercial Agencies Law.

The philosophy for issuing a law of commercial agencies lies in providing fair protection to the foreign principal, the local agent and, above all, the local consumers. Commercial agency contracts may be made for definite or indefinite periods. If the agency is governed by the provisions of the Commercial Agencies Law, upon termination of the relationship the agent is entitled to a claim against the principal for compensation if he can prove that his activity resulted in apparent success in promoting the principal’s products or in increasing the number of his customers but the principal’s termination of the agency contract has prevented him from obtaining profit or commission.

8. OPERATION OF BUSINESS AND DISSOLUTION

8.1 Operating Obligations

All the corporate entities established under the CCL are required to follow the provisions mandated by the legislation. The CCL contains definitive provisions on general requirements, establishment, administration, capital, financial, dissolution, merger and conversion, all which should be strictly adhered by the respective entity.

In general, CCL mandates companies to maintain accounting books and records in order to reflect the organized operations of such entity. There are also other statutory requirements under the CCL with regard to maintaining proper records and registers. Unless otherwise provided for in the company's articles of association, the entity shall have its financial year starting on the first of January and ending on the 31st of December of each year.

In addition to the respective entities being subject to the rules and regulations governing supervision and licensing by the authorities concerned with their respective activities, the Ministry of Commerce and Industry also supervises the companies subject to the provisions of this law in respect of the implementation thereof and the proper enforcement of its provisions and the provisions of the articles of association of these companies.

8.2 Dissolution of Entity

Definitive provisions on the subject of winding-up and liquidation of the entity are contained in Part Twelve of the CCL. In specific, Article 320 of the CCL enumerates the various instances necessitating the dissolution of the commercial entity, which are as follows:

- a) On the expiry of its specified term unless the company's memorandum or articles of association provides for its renewal.
- b) On achieving the objectives for which the company was incorporated.
- c) Upon the destruction of all or most of its assets to the extent that it becomes useless for it to continue.

- d) Upon the unanimous resolution by all partners to dissolve it before the expiry of its term, unless the company's memorandum or articles of association provides for certain majority.
- e) On the merger of the entity with another entity.
- f) Also, the commercial registration of the company can be struck off by a substantiated decision adopted by the Ministry of Industry and Commerce, if the entity does not undertake its activities for one year from the date of the completion of its incorporation procedures or if it suspends its activities for a continued period exceeding one year without acceptable justification.

9. LABOR LAW

9.1 Law and Regulation

The Labor Law for the Private Sector Decree No. 23 of 1976 (“Labor Law”) is the principal legislation governing and regulating the relationship between the employer and the employee in the private sector. There are many amendments and subsidiary regulations enacted under the provisions of the aforementioned law. However, there are a few categories of employment that do not fall within the purview of the Labor Law.

9.2 Employment - General Considerations

Contracts of employment are envisaged to be in written form. However, in the absence of written contracts it shall be admissible to prove the conditions of employment by all legal methods of proof. Employment contracts that are less favorable to the worker than the provisions of the Labor Law are null and void. Employers with more than 10 employees are required to post work regulations, which must be in the Arabic language.

Employers are not permitted to hire migrant workers or expatriates without a valid work permits. Foreign workers must possess a valid passport, residence permit and a work permit. The duration of a work permit is for a period of two years. A worker is permitted to remit his wages from the country where he is employed to his country of origin.

Article 77 of the Labor Law provides that the determination of minimum wages would be governed by the order made by the Council of Ministers having due regard to the submission by the Minister for Labor and Social Affairs. Although there has been no official provision declaring the minimum wage, Bahraini Dinar 120 is considered as an unofficial minimum wage in all sectors.

The prescribed working hours are forty-eight hours per week and shall be eight hours per day. Under no circumstances shall the hours of work exceed 60 hours per week unless the Minister of Labor and Social Affairs grants permission for a longer period. During the month of Ramadhan, hours are limited to six hours per day and thirty-six hours per week for Muslim workers.

Employees are entitled to twenty-one days paid leave after one year of service. Upon five years of continuous service, workers are entitled to a minimum of twenty-eight days of paid leave. Further, an employee is entitled forty-five days of sick leave. This period is categorized into fifteen days of sick leave on full pay, fifteen days of sick leave on half pay and 15 days without pay.

If an employer has 1 or more employees, the employer must subscribe to the General Organization for Social Insurance (“GOSI”). There are currently two classifications of benefit: Old Age, Disability and Death (covering Bahrainis only)-the employer is required to contribute 7%, and the employee 5%, and Employment Accident (for all employees)- the employer is required to contribute 3%; workers are not required to make any contributions.

9.3 Employment – Hiring and Termination

Pursuant to Article 13 of the Labor Law every employer is required to afford priority in employment to the citizens of Bahrain and then Arabs are accorded the next priority. Ministerial Order 7 of 1996, which is on the topic of Bahrainization of the work force, mandates that in establishments and companies which employ ten workers or more, and the percentage of Bahrainis is less than 50% of the minimum limit of Bahrainization shall be increased annually at no less than 5%. Further, establishments and companies whose number of workers is less than ten, shall be obliged to employ at least one Bahraini worker in addition to the employer. The percentage of the Bahraini workforce in new projects and investment whether local or foreign, shall be 20% upon the operation of the project and for a period of one year. Such percentage shall be increased at an annual rate of 5%.

Upon termination of employment, a worker must be paid immediately his wages and all the accrued benefits due to him. However, should the worker terminate his employment, the employer is required to pay all wages and all benefits due within a period not exceeding 7 days from the date the worker terminated his employment.

The employer or the employee may terminate the contract by serving one month’s notice, however in the case of unjustified or unreasonable termination the aggrieved party shall be entitled to receive compensation. Nevertheless, pursuant to Article 111 of the Labor Law, all categories of workers, not being governed by the provisions of GOSI, on being terminated are entitled to leaving indemnity, which is based on their period of employment. The leaving indemnity is calculated on the basis of fifteen days wages for each year of the first three years of service and of one month’s wages for each year of service thereafter. However, if the worker terminated the contract of employment, then he shall be entitled to only one third of the leaving indemnity if the period of his employment is not less than three years and not more than five years. For periods of employment greater than five years, the worker would be entitled for full leaving indemnity subject to the provisions Article 111 of the Labor Law.

9.4 Health and Safety Standards

The law generally states that an employer must: (1) take all necessary precautions to protect workers from any danger to their health and all hazards of work and machinery; and (2) provide means of safety to protect them from such hazards and the means of rescue and extinguishing fire. The Law does not provide for a doctor or nurse to be present at the work place.

Employers are responsible for training new employees on safety standards, proper use of equipment, and for providing them with the necessary equipment. Also, employers must provide at least one first aid box, containing medicines and other miscellaneous first-aid materials.

An establishment employing more than 50 workers shall provide for the basic care of their health in accordance with Orders to be made by the Ministry for Health in agreement with the Minister of Labor. In the case of a work accident, the injured worker must receive treatment in a Government Medical Institution or private medical institution at the discretion of the employer. The employer must bear the full cost of treatment, including the supply of medicines and transportation expenses incurred.

9.5 Freedom of Association and Trade Unions

The Constitution of Bahrain, pursuant to Article 27, recognizes the right of the workers to form associations and trade unions on national bases and for lawful objectives and by peaceful means.

Worker representation is based on Workers Trade Union Law, which came into force in 2002 revoking the system of Joint Labor-Management Committees (JLC) that was originally envisaged under the Labor Law. The trade union structure consists of workers trade union and the Bahrain General Workers Trade Union Federation (BGWTUF), both are collectively known as Trade Union Organization. The Trade Union Organization aims at protecting and defending the lawful rights of its members and to improve the working conditions.

Collective bargaining for drawing up labor strategies is encouraged under Bahraini Law. The right to strike is also recognized as a legitimate means for workers to defend their rights and interests, nevertheless, this right is subject to certain qualifications.

10. IMMIGRATION REQUIREMENTS

10.1 General Considerations

The General Directorate on Immigration and Passports is regulatory authority for immigration into Bahrain. In specific, immigration and residence are governed by the provisions of Aliens Act (Immigration and Residence) of 1965 (the “Aliens Act”) and Ministerial Order No. 25 of 1976 concerning Entry Visa for Bahrain, as amended by Ministerial Order No. 50 1990 (“Ministerial Order on Entry ”).

If a person intends to reside in Bahrain for a period exceeding four weeks he is required to obtain a residence permit. The residence permit is issued subject to the

provisions of the Aliens Act. GCC nationals are not required to have a visa in order to enter Bahrain. Citizens of the UK can enter Bahrain without a visa for a maximum of 4 weeks provided they own a passport at least 6 months validity

10.2 Entry Visa

Pursuant to Article 1 of the Ministerial Order On Entry a non-Bahraini cannot enter Bahrain without a valid passport and an entry visa. The entry visa for visiting purposes shall not be issued to a non-Bahraini if the embassy discovers any evidence in the documents submitted thereto or from the applicant's circumstances that the latter intends to work in Bahrain.

The above notwithstanding, passport officers at Bahrain International Airport may issue entry visas to non-Bahrainis belonging to certain specified nationalities, who do not hold visa issued prior to their arrival. The said visas shall be for a period of 72 hours or 7 days. To obtain the entry visa the following conditions must be satisfied:

- a) The applicant must be a holder of a valid passport and possess a return ticket for leaving Bahrain.
- b) The applicant must not be one of the persons banned from entering Bahrain in accordance with the orders to be issued for this purpose.
- c) Entry into Bahrain shall not be for the purpose of employment in the State of Bahrain.
- d) The applicant shall not pose a threat to the security, public order or national interest of Bahrain.

The various categories for the purpose of entry visa are as follows:

- i) Tourists.
- ii) Businessmen.
- iii) Merchants known for their business activities..
- iv) Businessmen who are attending meetings, conference or exhibitions in Bahrain.
- v) Transit passengers.
- vi) Wife and children of the person who is employed in Bahrain.
- vii) Those who are serving the families having the nationality of one of the GCC states, and entering the Country in the company of these families and they have a residence permit one of the GCC states.

- viii) Residence of one of the GCC States who have a valid residence permit for a period of no less than 6 months at the time of applying for the visa and have actually resided for similar periods before.
- ix) Those in respect of whom there have been directives from the Directorate of Immigration and Passports for the issue of such visas to them. Such directives shall be issued respectively in each individual case.

The various fees applicable for the 72 hour entry visa into Bahrain is as follows:

No	Type of Visa	Fee in Bahraini Dinar
1)	Visa fees for 72 hours via the Airport and other access points	10
2)	Visa fees for 72 hours via King Fahad Causeway for individuals who are not residents in the Kingdom of Saudi Arabia (K.S.A)	6
3)	72-hour extension for one week	30
4)	72-hour visa extension for more than one week	40
5)	72-hour visa extension for every week late or part of a week	30
6)	Transfer fees of 72-hour visa or visiting visa to work visa	60

The various fees applicable for the 7 day entry visa into Bahrain is as follows:

No	Type of Visa	Fee in Bahraini Dinar
1)	Visa fees for 7 Days via the Airport or other access points	15
2)	Seven day visa entry extension for one week or more	40
3)	Seven day visa entry via King Fahad Causeway for non-KSA residents	12
4)	Seven day visa entry via King Fahad Causeway for KSA residents	5
5)	Seven day visa extension for every week late or part of a week	30
6)	Transfer fees of visiting visa and seven day visa to work visa	60

10.3 Work Visa

Article 2 of Ministerial Order On Entry stipulates that the entry visa for employment will not be issued unless a no objection certificate is obtained from the Directorate of Immigration and Passports. The no objection certificate (“NOC”) will be issued after obtaining a work permit from the Ministry of Labor and Social Affairs or on a sponsorship by a Governmental authority that recruited him.

In addition to the general regulations for visa applications, the following must also be submitted to obtain the work visa:

- a) The work permit issued by the Ministry of Labour & Social Affairs.

- b) A copy of the Commercial Registration (“CR”) of the sponsor (not required in case of housemaids and the like) and attach a copy of the Central Population Registry (CPR) card.
- c) A copy of the Applicant's valid passport.

After the NOC has been endorsed into the employee’s passport, he/she has a maximum of three months to complete the formalities necessary to apply for a Residence Permit (“RP”). These formalities are registration for card for permanent residence and physical health check. The validity of the RP is for a period of 2 years, subject to further renewal.

The fee for work visa is as follows:

- i) For issuing - Bahraini Dinar 20.
- ii) For authorization - Bahraini Dinar 5.
- iii) For renewal - Bahraini Dinar 20.

10.4 Family Visa

The Family Visa is only available to the wife and children of the expatriate. The documents required to obtain the family visa are as follows:

- a) Letter from local sponsor.
- b) Certificate from employer that his salary is over Bahraini Dinar 250.
- c) Copy of CR of the company where the expatriate works.
- d) Copy of residence permit of the employee.
- e) Copy of CPR of the employee (both sides).
- f) Copy of passport of each family member.

Annexure I

Contact Details of Important Authorities and Governmental Agencies

Bahrain Chamber of Commerce and Industry
PO Box 248
Manama
Bahrain
Tel: +973 17229555
Fax: +973 17224985

Bahrain Economic Development Board
P.O. Box 11299
Manama
Bahrain
Tel: +973 17 58 99 99
Fax: +973 17 58 99 00
Website: www.bahrainedb.com

Bahrain Monetary Agency
PO Box 27
Manama
Bahrain
Tel: +973
Fax: +973 170
Website: www.bma.gov.bh

Bahrain Stock Exchange
PO Box 3203
Manama
Bahrain
Tel: +973 17261260
Fax: +973 17256362
Website: www.bahrainstock.com

Directorate of Immigration & Passports
Ministry of the Interior
P.O. Box 331
Manama
Bahrain
Tel: +973 17535203
Fax: +973 17531593
Website: www.immigration.gov.bh

Ministry of Finance & National Economy
P.O Box 333
Manama
Bahrain
Tel: +973 17530800
Fax: +973 17532853

Ministry of Foreign Affairs

PO Box 547

Manama

Bahrain

Tel: +973 17227555

Fax: +973 17212603

Ministry of Information

PO Box 1001

Manama

Bahrain

Tel: +973 17871111

Fax: +973 17682777

Website: www.gna.gov.bh

Ministry of Industry and Commerce

Commerce Affairs

P.O Box 5479

Manama

Bahrain

Tel: +973 17531531

Fax: +973 17530455

Website: www.commerce.gov.bh

Ministry of Industry and Commerce

Industry Affairs

PO Box 10908

Manama

Bahrain

Tel: +973 17568000

Fax: +973 17581408

Website: www.industry.gov.bh

Ministry of Interior

PO Box 13

Manama

Bahrain

Tel: +973 17272111

Fax: +973 17572222

Ministry of Labor & Social Affairs

PO Box 32333

Manama

Bahrain

Tel: +973 17687800

Fax: +973 17686954

Website: www.bah-molsa.com

Ministry of Oil

PO Box 1435

Manama

Bahrain

Tel: +973 17291511

Fax: +973 17293007

Annexure II

Contact Information of Embassies and Consulates

The following are the telephone numbers of embassies and consulates in Bahrain.

Country	Phone
Algeria	+973 17713669
Bangladesh	+973 17714717
Brunei	+973 17723800
China	+973 17723800
Cyprus	+973 17590015
Denmark	+973 17725119
Egypt	+973 17720005
Eritrea	+973 17721817
France	+973 17298660
Germany	+973 17530210
Greece	+973 17532308
India	+973 17712785
Indonesia	+973 17531223
Iran	+973 17722400
Iraq	+973 17741472
Italy	+973 17252424
Japan	+973 17716565
Jordan	+973 17291109
Korea	+973 17291629
Kuwait	+973 17534040
Lebanon	+973 17786994
Libya	+973 17722252
Morocco	+973 17740566
Netherlands	+973 17530704
New Zealand	+973 17223600
Norway	+973 17813088
Oman	+973 17293663
Pakistan	+973 17244113
Palestine	+973 17276099
Philippines	+973 17250990
Portugal	+973 17531533
Qatar	+973 17722922
Russia	+973 17725222
Saudi Arabia	+973 17537722
Sudan	+973 17825004

Country (Cont'd)**Phone (Cont'd)**

Sweden	+973 17825004
Switzerland	+973 17531166
Syria	+973 17242285
Thailand	+973 17822110
Taiwan	+973 17292578
Tunisia	+973 17714149
UAE	+973 17748333
UK	+973 17574100
United Nations Information Center	+973 17311676
US	+973 17273300
Yemen	+973 17822110