YOUR NBR REGISTRATION GUIDE

The National Bureau for Revenue is responsible for:
- Registration of entities subject to VAT and Excise, plus their liability
- Validation of return filings and related assessment
- Payment of refunds and collection of any amount due
- Auditing and processing of any appeal and the monitoring and enforcement of compliance

REQUIRED DOCUMENTS

1. Online Registration Form
2. Copy of the company's Commercial Registration (CR)
3. Copy of the company owner's ID card, unless given Power of Attorney to others
4. Supplies and services expenses details
5. Memorandum of Association (for WLL) or Article of Association (for SPC)
6. Supporting bank document showing IBAN

REQUIRED STEPS

STEP 01
Create your profile through www.nbr.gov.bh to receive your login credentials.

STEP 02
Next, log in to NBR's website. You will then be prompted to change your password. Once you do so, you will be logged in to the portal.

STEP 03
Click on the Register button to start the registration application. Once you review the conditions of VAT registration for your account with NBR, confirm your agreement to the instructions and then fill out the application form that includes the following six sections and upload all the required documents:

i. Eligibility criteria
   Questionnaire used to recommend registration options for VAT payer

ii. VAT payer details
   Legal name, ID type and number, physical and postal address

iii. Contact details
   Phone number, email address, verification of information

iv. Economic activities
   Import and export activities, business activity details

v. Bank details
   IBAN, bank name and owner, SWIFT code

vi. Financial details
   Supply and expenses details for the last and next 12 months, value of imports and exports, supply timelines and thresholds, financial year details

STEP 04
Once the application is submitted, the applicant will receive acknowledgment of successful submission with an application reference number. NBR will then verify and process the application.

STEP 05
Once all information is provided and the application is processed and approved, you can find and download your VAT certificate under ‘My Documents’.

WEBSITE
https://www.nbr.gov.bh/

VAT RELATED SERVICES:
- Registration
- Amend registration details
- Filing returns
- Submit service requests
- Respond to Audit clarification requests
- Deregistration

CONTACT DETAILS
Bahrain hotline: 80008001
International hotline: +973 77777333

Supplies and services expenses details