

# 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

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

## REQUIRED STEPS

STEP  
**01**



Create your profile through [www.nbr.gov.bh](http://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:

- Eligibility criteria**  
Questionnaire used to recommend registration options for VAT payer
- VAT payer details**  
Legal name, ID type and number, physical and postal address
- Contact details**  
Phone number, email address, verification of information
- Economic activities**  
Import and export activities, business activity details
- Bank details**  
IBAN, bank name and owner, SWIFT code
- 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