## **REGISTERING YOUR NEW ESTABLISHMENT**





To hire and process employees it is vital that you register your new establishment with the Labour Market Regulatory Authority (LMRA) first. To do so, simply follow the steps outlined below.

What is the LMRA?

The Labour Market Regulatory Authority (LMRA) is an entity that regulates and controls work permits for foreign workers in Bahrain and the self-employed, in addition to issuing licenses for manpower and recruitment agencies.



Copy of Passport and ID Card





Commercial Registration (CR) Certificate



Power of attorney (POA) or BR for the authorized person or legal office to open your LMRA account

#### **REQUIRED STEPS**

01



Visit the LMRA in-person to enrol your biometric details and to initiate the steps below. To expedite the process, we recommend that you go through the Executive Service Centre in the LMRA.

During your visit you will need to:

- A Visit the EMS system web page and fill out the required fields
- B Upload the required documents (mentioned above)
- © Submit the registration
- Print the registration form



After your submission:

- A You will be notified by email and SMS on the approval of your credentials
- B Then, you can take advantage of the EMS System

**WEBSITE LMRA KEY WEBSITES CONTACT DETAILS** 

http://lmra.bh/portal/en/home **Expat Management System** 

Bahrain Hotline: +973 17 506055

### **APPLY FOR NEW WORK PERMITS**





When hiring employees to help take your business further it's essential to issue new work permits for them with the LMRA. Here's your easy guide on how you can apply.

#### **REQUIRED DOCUMENTS**



Employee's passport



Offer letter or work contract template between the employer and the foreign employee (signed by both parties)



Medical check-up report for the foreign employee



Employee ID Card (if available)

#### **REQUIRED STEPS**

STEP 01



Login to the <u>LMRA EMS</u> system and start the process of applying for a new work permit

O3



Submit all required documents including the medical check-up report

o4



Submit the application

06



Make an online <u>appointment</u> for biometric data collection

02



Submit the required information for the new employee

STEP 05



Once the application is approved, print the work permit from the EMS system then take it to the <u>Nationality</u>, <u>Passports and Residence Affairs</u> (Immigration Office)

O7



Obtain the ID Cards with the Central Informatics Organization (CIO)

WEBSITE

http://lmra.bh/portal/en/home Bahrain Services

**KEY WEBSITES** 

**Expat Management System** 

Create your eKey

**CONTACT DETAILS** 

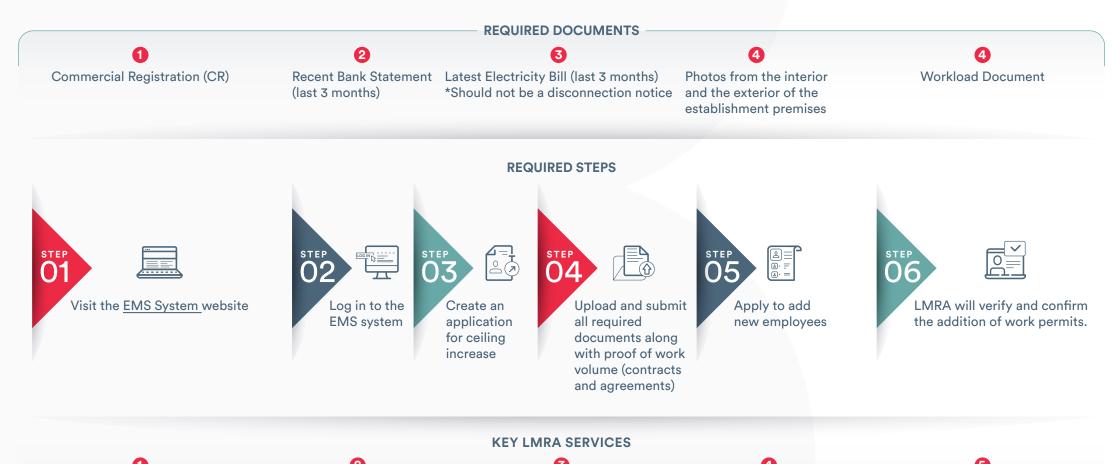
Bahrain Hotline: +973 17 506055

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# INCREASE YOUR WORK PERMITS CEILING

As you grow your business, your workforce will need to grow too. So, when you require an increase in the ceiling of work permits for your company, simply follow the steps below to issue a request to the LMRA and get up to 6 or 10 work permits depending on your activity.



**WEBSITE** 

http://lmra.bh/portal/en/home

**Issuing Work Permits** 

LMRA KEY WEBSITES

Increment

**Issuing Dependents** 

**Residency Permit** 

**Expat Management System** 

**Employment Ceiling** 

CONTACT DETAILS

**Employee Transfer** 

Bahrain Hotline: +973 17 506055

**Bahrainisation Calculator**