

# 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.

## REQUIRED DOCUMENTS

1

Copy of Passport and ID Card

2

Commercial Registration (CR) Certificate

3

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

## REQUIRED STEPS

STEP  
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)
- C** Submit the registration
- D** Print the registration form

STEP  
02



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

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

## LMRA KEY WEBSITES

[Expat Management System](#)

## CONTACT DETAILS

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

1

Employee's passport

2

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

3

Medical check-up report for the foreign employee

4

Employee ID Card (if available)

## REQUIRED STEPS

STEP  
01



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

STEP  
03



Submit all required documents including the medical check-up report

STEP  
04



Submit the application

STEP  
06



Make an online appointment for biometric data collection

STEP  
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 Nationality, Passports and Residence Affairs (Immigration Office)

STEP  
07



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

### WEBSITE

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

### KEY WEBSITES

[Bahrain Services](#)

[Expatriate Management System](#)

[Create your eKey](#)

### CONTACT DETAILS

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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.

## REQUIRED DOCUMENTS

- 1 Commercial Registration (CR)
- 2 Recent Bank Statement (last 3 months)
- 3 Latest Electricity Bill (last 3 months)  
\*Should not be a disconnection notice
- 4 Photos from the interior and the exterior of the establishment premises
- 4 Workload Document

## REQUIRED STEPS



## KEY LMRA SERVICES

- 1 Issuing Work Permits
- 2 Issuing Dependents Residency Permit
- 3 Employment Ceiling Increment
- 4 Employee Transfer
- 5 Bahrainisation Calculator

### WEBSITE

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

### LMRA KEY WEBSITES

[Expat Management System](#)

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